

**OFIHA O TE KOMIHINA A TE MALO O TOKELAU**

**TOKELAU PUBLIC SERVICE COMMISSION**

**JOB VACANCIES**

Applications are invited from suitably qualified and experienced applicants to the following positions in the Office of the Tokelau Public Service Commissioner. These positions will be based in Tokelau and are to provide relevant HR support and advice to the TPS Commissioner’s Office, government departments and villages as appropriate.

Key duties and responsibilities:

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| **Human Resource Support Officer** | **Human Resource Policy Officers (2)** |
| Support in the formulation of policies and advices to the TPS Commissioner related to HR matters | Coordinate process of formulating and modifying Public Service policies, and provide advice to the TPS Commissioner on policies when required |
| Support with planning investigations as directed by the TPS Commissioner | Undertake investigations as directed by the TPS Commissioner |
| Support with departments and villages with their recruitment and selection processes | Ensure Public Service policies are uphold across all levels of the Tokelau Public Service (national and village levels) |
| Support departments and villages performance review processes and trainings | Coordinate recruitment and staff performance review processes |
| Assist in ensuring Staff Records are well managed and secured at all time | Assist drafting of submissions papers for the TPS Commissioner’s consideration |
| Carry out other duties assigned by the TPS Commissioner from time to time. | Responsible for ensuring all national employees have personnel files and they are stored safely |

The successful applicant will be assessed according to the following criteria:

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| **Human Resource Support Officer** | **Human Resource Policy Officer (2)** |
| A relevant qualification (preferably at diploma level) | A relevant bachelor’s degree in HR or similar field |
| Previous experience in a HR role with experience of payroll processing (desirable). | A minimum of 2 years previous experience in a generalist HR or Policy roles. |
| Demonstrated interpersonal and relationship management skills | A skilled negotiator with a consultative approach. |
| Competent across the suite of Microsoft applications | Training experience and ability to design and deliver training. |
| Ability to work independently and take initiative within delegated authority. | Ability to build and maintain relationships and work effectively with all levels of the organisation |
| Awareness of Tokelauan culture and the ability to practically apply that to the contemporary HR practise. | Awareness of Tokelauan culture and the ability to practically apply that to the contemporary HR practise |
| Ability to communicate both verbal and written in English & Tokelauan would be advantageous. | Ability to communicate both verbal and written in English & Tokelauan would be advantageous. |

Successful applicants will be contracted on 3 years fixed terms. Salaries will be in accordance with the approved Tokelau Public Service Remuneration Framework.

Interested and suitably qualified applicants, please submit the required documents to the email address below no later than Friday, 19th March 2021; i) application letter; ii) updated curriculum vitae; and iii) reference letters from two professional referees. To view job description, please contact the email address below. No late applications.

Office of the Tokelau Public Service Commission

Attn: Human Resource Manager

P.O. Box 3298

Apia, **SAMOA**

Email: [kele.lui@tokelau.org.nz](mailto:kele.lui@tokelau.org.nz)