



Job Description
Senior Human Resource Officer
Division: Corporate Service

JOB DESCRIPTION	
Job Title	Senior Human Resource Officer
Salary Range	\$28,377.00 p.a.
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 8.30am to 5:00pm
Reporting to	AGM Corporate Service to achieve desired outputs.
Responsible for	N/A
Contractual Status	<ul style="list-style-type: none"> ❖ Permanent ❖ Subject to six months probationary period
Primary Objectives	The Senior HR Officer will provide monthly reports on staff trend including but not limited to annual leaves, staff partaking in trainings and records of employees' profiles and demography. Ensure effective management of all Human Resource needs to achieve mandated functions of the Corporation.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Ensure all personal files are updated with recent TY15s and relevant personal documents with authorized changes ❖ Facilitate and assist with recruitment and Induction process ❖ Attend to staff movements and trends and continuously advise on initiatives to improve the welfare of employees in line with office policies and procedures ❖ Assist with Job design and update of Job descriptions for all staff ❖ Process payroll in the absence of payroll officer ❖ Nurture a positive and healthy working environment ❖ Assist with administration of day to day Human resource activities ❖ Carry out spot checks for attendance books at offsite locations ❖ Update staff leave records and employees engaged on work related activities

	<ul style="list-style-type: none">❖ Cross check timesheets against clock attendance❖ Perform any other duty as directed by the AGM Corporate Service.
Continued Professional Development	The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.