



JOB DESCRIPTION – NIUE PUBLIC SERVICE COMMISSION

Job Title: HRDT Officer	
Job Grade:	Annual Salary:
Division: Human Resource Development & Training	
Location: Niue Public Service Building	
Reports to: Director/Secretariat to Public Service Commission	
This job description is accurate and up to date: 08.09.2020	
Niue Public Service Commission: 	Appointee Signature:
Date:	Date:

VISION

Niue ke Monuina – A Prosperous Niue

MISSION

The Niue Public Service is committed to implementing the corporate values instituted in the Niue Public Service Act and Regulation (2004):

- **Respect, Courtesy and Responsiveness** to Customers and Employees
- **Professionalism and Integrity** in Service Delivery
- **Strategic and Flexible Leadership** in leading the Public Service
- **Collaborative and Collegiality** with Departments and **Connectivity** with the Public
- Human Resource Management and Development **Excellence**
- **Confidentiality and impartiality** regarding personnel matters.

SUMMARY OF THIS POSITION

Reporting to the Human Resource Development and Training Manager, the HRDT Officer is responsible for assisting with the Learning and Development aspect for the Niue Public Service.

The HRDT Officer will ultimately help the Service by assisting with managing the training and development of current and future prospect Public Servants.

Niue Public Service Commission Human Resource Development & Training Structure



JOB FUNCTIONS AND EXPECTATIONS

Key Responsibility	Methods/Output	Outcomes
HRDT Division Planning/ Administration	- Assist with the day to day management and planning of the Human Resource Development and Training Division - Maintain and update the Niue Public Service Human Resource and Development Plan - Evaluate individual and service wide development needs via a Training Needs Analysis	A well functioning human resources development and training division with the successful management of administrative, financial, physical and staff assets
Financials	- Processing of payments for all expenditures as approved; - Assist with managing of finance and expenses for students; - Filing and recording of all invoices and payments processed	Treasury regulations and practices are adhered to within approved budgetary limits
Learning Strategies and Development Programs	- Implement various learning methods (mentoring, online training, refresher workshops) - Assist with Induction workshops for new employees - Assess the success of development plans and help employees make the most of learning opportunities - Assist with implementation, monitoring, reporting and financial management of IN-CEIT program - Assist with APTC vocational training applications (public, private and civil society sectors) - Provide advice to HODs for in-service training needs	Foster a culture of continuous improvement of qualifications and skills by investing in the learning and development of Public Servants
Scholarships	- Assist with Scholarship Management, Monitoring and Reporting - Assist with the management of Short Term Training Scholarships - Establish and maintain updated records of new scholarship intakes and return graduates	- Identify gaps and requirements in the public and private sectors; - Align scholarship programs to address these gaps
Overseas Students/Returning Graduates	- Manage student relocation grants - Offer Student Loan Advice and Assistance - Student Monitoring and Assistance	- Ensuring return graduates tap into assistance packages for ease of re-settlement - Assist and provide financial support during emergency situations for overseas students;
Network and Collaboration	- Build and maintain relationships with all stakeholders - Communicate complex ideas and information to different audiences/target groups in both English and Vagahau Niue - Any other duties as required	Trust and confidence within the Public Service

KEY RELATIONSHIPS

Internal	Government	External
- Public Service Commissioners - Director/Secretariat to the Public Service Commission - Public Service Inspector - Human Resource Development and Training Manager - Corporate Service Manager - Strategic Human Resource Manager - Employment and Relations Manager - Secretariat Staff	- Minister for Public Service Commission - Ministers - Director Generals - Heads of Departments - Government Employees	- Private Sector Businesses - Students (local and overseas) - Returning Graduates - Stakeholders (donors, Learning and Development organisations) - General Public

PERSON SPECIFICATION

The appointee ideally should have;

1) Academic qualifications: (Certificate, Diploma, Degree, etc.)

- NCEA Level 2 or Level 3 or University Entrance level or Certificate in Business Management

2) Knowledge, skills and experience:

- Minimum of five to ten years' experience in Administrative processes
- Experience in facilitating group and one-on-one training sessions
- Engaging and confident speaker
- Working knowledge of Microsoft Office software applications i.e. Word, Excel, Power Point
- Have the ability to deal with and resolve confronting situations
- Excellent Communication Skills in both Vagahau Niue and English
- Have the ability to work with minimum supervision and multi-task while working in an environment of stress with specific deadlines
- Minimum of five to ten years' experience in financial management and familiar with Treasury Regulations

3) Personal Competencies: (Key traits/behaviours)

- Ability to think on your feet with an innovative and adaptable approach to training
- Ability to work independently in a time sensitive environment