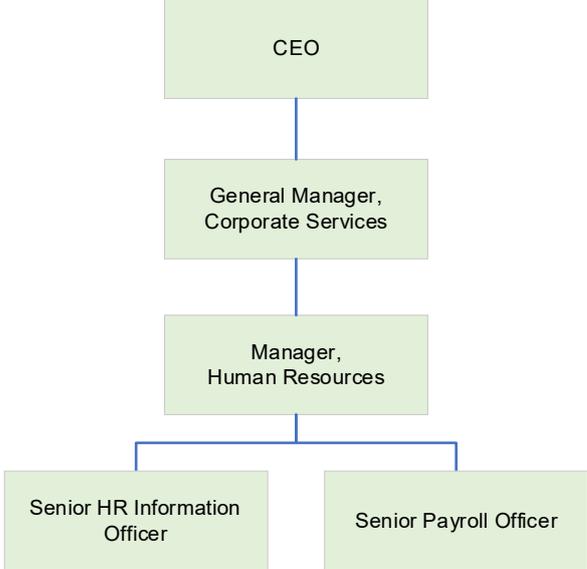


Job Title	Senior Human Resource Information Officer
PUB Grade	5
Commercial Organisation	The Public Utilities Board (PUB) in Kiribati is a State-Owned Enterprise and operates as a company with a mandate to control, plan and operate generation, distribution, retail of power, treat, distribute and retail potable water and to collect, treat and dispose of sewerage within PUB's prescribed designated area of South Tarawa. The PUB operational functions are provided through power and water engineering divisions, with support from the engineering planning and compliance unit and corporate service functions. The PUB is responsible for providing safe, reliable and affordable power, water and waste-water services for South Tarawa with a population estimated to be over 68,000. The PUB is a well-established utility with a number of large-scale energy, water and sanitation projects under development and implementation.
Organizational Structure	<p>This position is located in the Human Resource Management (HRM) Department of the Corporate Services Division structured as follows:</p>  <pre> graph TD CEO[CEO] --> GM[General Manager, Corporate Services] GM --> MHR[Manager, Human Resources] MHR --> SHRIO[Senior HR Information Officer] MHR --> SPO[Senior Payroll Officer] </pre>
The Job	<p>The Senior HR Information Officer supports the Manager, Human Resources in maintaining and developing the PUB human resource information system (HRIS), ensuring that accurate staffing data is captured, entered, secured, and maintained. This includes providing HR information services and reporting for management. The role also provides administration services for the Manager and the function as needed. The position serves as a supportive information checkpoint for PUB staff and managers and provides regular and ad hoc reports for the Manager and CEO. The position contributes to information processing for HRM planning, records management and reporting, and functions including staffing recruitment, selection, appointment, onboarding, remuneration, handbook administration, training and development, performance management, and offboarding. The position requires knowledge of HRM as evidenced by successful experience and private studies, a management approach for decision-making, adoption of modern practices in the use of information and communication technologies (ICT), and a commitment to service delivery.</p>
Supervisor	Manager, Human Resources
Supervision	-
Management Accountability	<p>Accountable for:</p> <ul style="list-style-type: none"> ❖ HR information system maintained properly with regular updating and error checking and reporting ❖ Provision of accurate and timely data and reporting essential to HRM function ❖ Staff and managers provided with HRIS support ❖ Payroll processing monitored and backup to the Senior Payroll Officer provided ❖ Efficient, responsive, timely, proactive and effective administrative services

<p>Responsibilities and Duties</p>	<ul style="list-style-type: none"> ● Gather, check, and enter accurate HR data ● Maintain the secure system for HR data entry, analysis, and reporting ● Ensure confidentiality of HR data as required ● Provide standard HR information and reports regularly to the Manager ● Process information for HRM planning, records management and reporting, ● Process information for HRM functions including staffing recruitment, selection, appointment, onboarding, remuneration, handbook administration, training and development, performance management, and offboarding ● Ensure that the HRM function planning, systems, processes, and practices have timely and accurate information as needed ● Ensure that PUB has strengthened HRM digital and informational systems ● Identify and resolve issues or opportunities for enhanced user experience ● Prepare ad hoc staffing reports for the Manager, Human Resources and the CEO, as required ● Establish and maintain a strong partnership with ICT and Finance managers ● Continuously review information systems, to embrace modern approaches, transparency and efficiency ● Support improvements to the functional productivity and speed of the HR department processes and SoPs ● Advise staff in how to use the HRM computerized processes ● Act as backup to the Senior Payroll Officer when needed ● Monitor payroll data and processing, rectify innocent errors, and advise the Manager of any concerns regarding ongoing pay mistakes, nepotism, activity, or other fraudulent activity ● Provide efficient, responsive, timely, proactive and effective administrative services
<p>Selection Criteria</p>	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> ● Minimum of post-secondary study in HRM, ICT, or a related field ● Relevant experience in computing functions applied to HRM ● Experience in using ICT techniques and skills ● Successful experience in analysing information and preparing reports ● Maintains modern professional knowledge of relevance <p>Personal Capacity and Attributes:</p> <ul style="list-style-type: none"> ● Ability to innovate to implement HRM process to achieve efficiency and transparent reporting, particularly in use of HR computing systems ● Ability to using modern data management systems to improve automation and management reporting ● Proficient in Excel and managing data ● Service orientation ● Good written and verbal communication skills. ● Good interpersonal and relationship-building skills ● High level of integrity and professionalism ● Demonstrated ability to work independently and as part of a team