



GOVERNMENT OF THE REPUBLIC OF FIJI

JOB DESCRIPTION **COUNTRY LIAISON OFFICER- RECOGNISED SEASONAL EMPLOYERS (RSE) PROGRAM**

CORPORATE INFORMATION

Role	Country Liaison Officer- Recognised Seasonal Employers (RSE) Program
Business Unit	Ministry of Foreign Affairs
Salary Range	\$75,000 - \$100,000 NZD
Duty Station	Wellington, New Zealand
Reports to	Fiji High Commissioner to New Zealand and Permanent Secretary for Employment, Productivity & Workplace Relations

POSITION PURPOSE

The position will provide liaison services between all stakeholders for the Recognised Seasonal Employers (RSE) Program. The position, while providing pastoral care, will collate statistics and provide regular quality reports on issues faced by both the RSE employers and the Fijian workers to the Fijian Government through the Fijian Mission in New Zealand.

REPORTING

The Liaison Officer will report to the Fiji High Commissioner in New Zealand and also share information with and report to the Permanent Secretary for Employment, Productivity and Workplace Relations to keep the Ministry and Labour Sending Unit (LSU) updated on progress of RSE activities and events.

KEY RESPONSIBILITIES

1. Build productive relationships with Government bodies, approved employers and other organisations that will be beneficial to the Fijian RSE workers and Fiji;
2. Liaise between employers/supervisors and Fijian workers in the workplace through activities to resolve issues on behalf of the Mission and the Ministry;
3. Support strategic partnerships by providing top-quality advice, facilitating effective knowledge management and providing technical assistance to RSE workers, coordination, monitoring and reporting in any collaboration
4. Promote Fiji as a reliable source for workers to potential RSE employers and facilitate communication between RSE workers and relevant stakeholders
5. Offer pastoral care to promote and facilitate the needs of RSE workers
6. Conduct research and identify ways of improving services to RSE workers and liaise with key agencies to deliver and enhance services to the RSE workers.
7. Provide advice to relevant authorities and stakeholders for the benefit of the RSE workers

8. Attend meetings which are relevant to the well-being and support of the RSE workers and assist with orientation and induction so that the RSE workers understand the terms and conditions of their employment and in managing workers' expectations.
9. Provide updated reports to the Mission and the Ministry on the progress of all relevant RSE matters.

PERSON SPECIFICATION

In addition to an undergraduate degree in Communications, Business Management or associated fields (or equivalent) with experience in Country Programme Management, the following experience, skills and abilities would be required to undertake this role:

Knowledge and Experience:

1. Five years of relevant experience
2. Experience working with a diverse group of people
3. Well versed with legislation and reporting mechanism in New Zealand and Fiji
4. Sound knowledge of implementing and monitoring work related policies and procedures
5. Country operations knowledge and application

Skills and Abilities

1. Ability to work independently with minimum or no supervision
2. Demonstrated ability to manage conflict with good problem-solving
3. Ability to conduct research, gather information and use data to develop quality reports for informed decision making by management
4. Excellent communication and interpersonal skills
5. Cultural sensitivity and awareness
6. Ability to effectively monitor, coordinate and communicate strategic objectives.
7. Excellent mediation and negotiation skills
8. Ability to establish and maintain relationships with stakeholders
9. Familiar with international business practices and laws and regulations

The ability to speak iTaukei and/or Fiji-Hindi is an added advantage.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be-politically neutral, with sound health and a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.