



CAREER OPPORTUNITIES

The Fiji Sugar Corporation Limited invites applications from suitably qualified, innovative, and self-motivated individuals who meet the requirements of each position to be based at its Sugar mills.

1. Human Resources Assistant (Lautoka Mill)

The Fiji Sugar Corporation Limited is seeking applications from suitably qualified and self-motivated individuals for the above position based at Lautoka Mill.

Principal Accountabilities:

- Assist in the coordination of recruitment processes, including but not limited to providing guidance to leaders on drafting and posting vacancy notices, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates' assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc.
- Carry out a wide range of HR actions, such as drafting letters relating to HR, assisting in Employment Relations Matters, payroll, etc.
- Ensure all correspondences are documented and filed in the employee's personal files.
- Assist in developing Human Resources objectives, policies and plans to achieve agreed business goals.
- Assist the HR team in policy implementation and awareness.
- Contribute towards the development of an effective employee and industrial relations environment through clear and open communication.
- Ensure that all HR matters are dealt with in compliance with the Employment Relations Act and the respective Collective Agreements.
- Coordinate and support strategies and programs that enhance productivity and encourage teamwork.
- Ensure compliance with HR, OHS and environment policies, Labor Laws, and other legislative requirements.

Qualifications/Requirements:

- Minimum Diploma level qualification in Human Resources/ Management Studies;
- Preferably a Bachelor's Degree in Human Resources Management or relevant field.
- Minimum experience of two (2) years in a similar role is preferred.
- Strong Microsoft skills and preferable experience in HR software, including Pay Global and ESS.
- Capable of meeting deadlines with minimum or no supervision.
- Should be able to handle multiple tasks and always maintain confidentiality.
- Able to work on shift during the crushing season [Shift checks].
- Must have valid group 2 Driving License [Manual]

2. IT Support Officer (x2) Lautoka

The IT Support Officer role shall be responsible for supporting all aspects of the IT systems and services. Additionally, the role includes responsibility for ensuring the security and

integrity of computer operations and systems development in accordance with the Corporation's IT Manual.

Principal Accountabilities:

- Ensure the continuous operation of PC and Windows servers and clients by providing support for operational problems either raised or predicted;
- Provide first-line support to end users;
- Regularly update IT Asset Register, detailing PC and associated equipment;
- Install and configure computer and network resources;
- Ensure maintenance of Helpdesk System & Complaint Management Services System
- Ensure backup systems are functioning properly.
- Assist with CCTV Monitoring

Qualifications/ Requirements:

- Must possess a Diploma in the field of IT from a recognised institution.
- Knowledge of Windows Server 2022, MS Exchange 2019, Windows 11 Clients, and Microsoft Office products
- Knowledge of networking topology, structured cabling, LAN/WAN and Wireless technology.
- Knowledge of multi-platform computer operations environments
- Must have a valid group 2 driving license.

3. Trades Vacancies: (Rarawai Mill)

Automotive Electrician

The position carries out maintenance work and upkeep of all electrical components, safety gears and other equipment in both locomotives and vehicles in line with standard operating procedures.

Machinist

The position executes a range of activities including general machining, manual cleaning and any other duties assigned by the Machine Shop Foreman in line with standard operating procedures.

Automotive Mechanic

The position carries out maintenance work on various types of motor vehicles, plants and locomotives in line with standard operating procedures.

Qualifications and Requirements for the above positions:

- Minimum equivalent of form 6 pass
- Trade certificate in the relevant field
- At least 4 to 5 years of experience in a similar environment
- Effectively carry out all duties in line with standard work procedure
- Self-starter who should be able to work with minimum supervision
- Effectively and safely carry out preventive maintenance as programmed
- Perform other duties assigned by the Supervisors
- Strong knowledge of factory operations
- Team player with the ability to work independently
- Familiarity with workplace legislation, including OHS and Environment.

How to Apply

We offer an attractive remuneration package that aligns with your qualifications and experience, which will be negotiated with the successful candidate. To apply for these positions, please submit an updated resume, a cover/application letter outlining proven

experience relevant to the role, and also an explanation of how you meet the desired position and location criteria. You are also required to submit your Qualification Certificates, Exam Results and Academic Transcripts.

Email your application to recruitment@fsc.com.fj or submit hard copies to FSC Head Office, Balawa, Lautoka or to the nearest Human Resources Office at Lautoka and Rarawai Mill.

Applications close on **Saturday, 09 November 2024. Late or incomplete applications will not be considered.**

(Only shortlisted candidates will be contacted for an interview)

"The Sugar Corporation is an equal opportunity employer."