

HR UPDATE



NOVEMBER/DECEMBER 2014

Introducing the Human Resources Update

THIS is the first of the HR Update inserts that will be a regular feature in each WAI News from now on with the purpose of keeping everyone informed about policies and developments and how staff can be best supported in capacity building and training.

The biggest issue in Human Resources isn't about today, it is about tomorrow. It is understanding what the future of work will look like in three years time and taking the time out to understand the potential impact of our actions on individuals, on teams and on the whole organisation.

We as HR practitioners should be developing structures, systems and skills to ensure a future that is definitely both challenging and exciting for all Water Authority of Fiji (WAF) employees.

The role of HR is to provide every WAF department and division with the best candidates for any position.

The way forward

How do we select these best candidates? By recruiting the best minds that shall demonstrate the following:

A positive attitude towards work responsibilities, co-workers and customers and serve as a role model for others;

A commitment to quality in carrying out job responsibilities and being an asset to the department.

A willingness to take the initiative and accept and carry out additional responsibilities beyond regular job assignments for the good of the organisation.

New training room at Manohan House

A new, designated training room is now available at Manohan House and was officially opened by Water Authority of Fiji (WAF) CEO, Mr Opetai Ravai, Wednesday 10th December, who congratulated Manager HR, Mr Ravinesh Shankar for organising a proper training facility for WAF staff.

WAF intends to move to being a Method A training organisation. This requires a systematic training system with proper facilities, training programmes, course analyses and documentation of all training processes.

It is expected that once all the requirements are in place and after evaluation by the Fiji National University (FNU) WAF will become a Method A training organisation.



(Standing) WAF CEO Mr Opetai Ravai and HR Manager Mr Ravinesh Shankar during the opening of the training room.

121st Performance Audit workshop



Mr Muni Melvin Krishna (centre front) with fellow participants.

MUNI Melvin Krishna of the Internal Audit Department of the Water Authority of Fiji (WAF) has returned from 121st Performance Audit, a month-long training funded by the International Training Program [ITP] in collaboration with the Comptroller & Auditor General [CAG] Office of India, conducted at the International Centre for Information System and Audit [iCISA] in Noida,

Uttar Pardes, India.

Mr Krishna was one of the 42 participants from 30 countries who participated in the programme that demonstrated the performance audit methods as conducted by the staff of CAG Office of India.

A Performance Audit is concerned with the audit of projects or schemes, with the focus on the three E's - Economy, Efficiency and



Mr Krishna receives his certificate from iCISA Director, Mr Faisal Imam.

Effectiveness.

Economy deals with the initial level of any project, that is, the planning process.

Efficiency is the method of minimising the cost, focused on cost effectiveness, that is, spending well.

Effectiveness is maximising goals with the minimum cost, that is, spending wisely.

During the programme two more E's were introduced

to the study that are not considered in other audits. These two E's, Ethics and Equity, are vital for the evaluation of a performance audit.

Ethics include the qualities of honesty and integrity in personal conduct and devotion to duty as the manager of public funds.

Equity refers to fairness and impartiality in the use of public funds.

Procurement staff improve skills

THE Procurement Department plays a vital role in the Water Authority of Fiji as it facilitates all the business processes from purchasing to service delivery.

It is essential that staff are skilled and well versed in procurement processes to assist the company in reducing costs and the time spend acquiring goods and services, while at the same time maintaining good relationships with suppliers.

These were some of the lessons learnt by seven Procurement

staff members at the 'Introduction to Procurement' and 'Negotiation Skills' training conducted by CIPS Australasia at the University of South Pacific.

The main objective of the training was to help participants to be aware of the essentials of procurement and negotiation processes and tools, techniques and methods used by procurement practitioners and negotiators to achieve a better outcome.

The training will enable



Front (l-r): A. Matirewa, F. Taina, H. Harris (CIPS Consultant), T. Balenivalu and R. Sinclair. Back (l-r) K. Prasad, A. Rhihaan

Procurement staff to continue to improve the procurement process at

WAF and most importantly, the service to internal and external customers.

First training in new facility



THE first workshop in the new WAF training room took place when WAF General Manager Customer Services, Ms Fane Vave, introduced the Customer Services Team to the Free Water Initiative.

Occupational Health & Safety

OCCUPATIONAL Health & Safety is defined as the promotion and maintenance to the highest degree of mental health, physical health, social health and spiritual health of any worker in any job.

WAF recognises its moral and legal responsibilities and is committed to all employees at all levels of the organisation.

To ensure optimum safety standards are understood and practiced at all times, OHS Awareness, OHS Training, AC Pipe Awareness and Handling of Hazardous Substances Training are all provided. As is mandatory, fire drills are practiced twice a year.

Some HR goals for WAF 2015

- Introduce Quality Circles
- Set up a Quality Circle Steering Committee
- Enter and win gold at the Fiji Human Resource Institute at the Organisation, Senior Practitioner and Young Practitioner levels.

We look forward to the support and total commitment from all WAF employees to make this vision a reality.

HR Helpdesk

A centralised log-in is to be created so that all correspondence coming in to HR will be logged into the helpdesk database. This will be a key feature in managing all incoming and outgoing correspondence, providing proper record keeping and serving as both an efficient mechanism for communication while ensuring a superior service to HR's customers – the WAF workforce.

Upgrade to Pay Global planned

WE intend to upgrade to Pay Global to implement HRIS modules for the employee data base and training records. This will ensure that all relevant training information from

personnel files will be captured on-line making it possible for WAF employees to monitor their training pathway and review their records and results.

New chemist at NWQL

MR Mosese Nariva has been appointed to the position Team Leader, National Water Quality Laboratory (NWQL), with effect from 11th November.

Responsible for dealing with the overall operations of NWQL.



Mr Nariva has experience in the field of chemistry, both as an educator and as Head Chemist with the Fiji Sugar Cooperation as Head Chemist.

Mr. Nariva graduated from the University of the South Pacific.

Up-coming Capacity Building Programme

- Employee Induction and Orientation
- Work Attachment Programme
- Graduate Development Programme
- Trade Test Programme
- Scholarship Programme
- E-Learning Programme
- ITEC Programme – India
- JICA Programme – Japan
- People's Republic of China Programme
- KOICA Programme
- WHO Programme
- Hunter Water Australia Twinning Programme
- Orica Programme