



HUMAN RESOURCES MANAGER

Kokomo Private Island is a barefoot luxury, multi award winning resort located on a secluded private island in Kadavu, comprising of 5 beautiful Residences and 21 Villas across 140 acres of idyllic, untouched landscape. We pride ourselves on delivering exceptional service, while maintaining the highest standards of safety and unparalleled tropical paradise experience.

An exciting opportunity is available for an experienced **Human Resources Manager** to join our team, based on the Yaukuve Island, Kadavu, Fiji.

THE ROLE:

The Human Resources Manager (HRM) Oversees the daily operation of the HR Department. Duties and responsibilities of the HRM include, but are not limited to:

- ❖ Staff Recruitment, Selection and Appraisals.
- ❖ Manpower Planning & Departmental Manning Budgets.
- ❖ Employee Relations, Benefits and Wellbeing.
- ❖ Assist in the Annual Operating Budget & Business Plan.
- ❖ Workers Compensation & OHS.
- ❖ Short- and Long-term planning of all HR related functions.
- ❖ Workforce Leave Management Planning.
- ❖ Staffing Strategies based on Business Forecasts.
- ❖ Wages and Salary Administration.
- ❖ Labour Relations & knowledge of Regulations & Legislations.
- ❖ Workforce Training and Development
- ❖ Act Ethically, Professionally and with Integrity, at all times.

(The detailed Job Description will be provided upon request)

THE REQUIREMENTS: Our ideal candidate will have the following:

- Tertiary level qualifications in HRM, with 5 years plus relevant work experience.
- Highly motivated with excellent attention to detail.
- Previous work experience within Remote Island Resorts/Hotels is preferred.
- Strong communication and interpersonal skills.
- Demonstrate ability for representing our Luxury Kokomo brand.
- This position is open for Fijian Nationals only

Suitably qualified candidates, who are ready to join our team based in Kadavu, please apply by emailing your Cover Letter, detailed CV and a recent Photograph to recruitment@kokomoislandfiji.com, no later than COB 15th May 2026.