

POST DESCRIPTION			
1	Ministry of Trade & Economic Development (MTED)		
2	<b>Job Title:</b> Daily Paid Assistant Inspectorate Officer, Consumer Enforcement & Monitoring Unit, Consumer Protection & Fair-Trade Division.		
3	<b>Level:</b> 14 <b>Band:</b>	<b>Post Number:</b>	<b>Location:</b> Vava'u Office
4	<b>Purpose:</b> Responsible for efficiently administering the enforcement and compliance requirements of the Price and Wage Control Act, Consumer Protection Act, and Weight and Measure Act.		
5	<b>Core Responsibilities and Outputs</b>		<b>Performance Indicators</b>
<b>CORE DUTIES – CAD</b>			
5.1	<ul style="list-style-type: none"> <li>Implementation of the planned inspections/investigations of businesses under administered legislations with timely and accurate inspection reports submitted.</li> </ul>	<ul style="list-style-type: none"> <li>100% timely implementation of inspection/investigation program plan developed and endorsed.</li> <li>Timely and accurate inspection incident reports</li> <li>100% compliance with policy instructions and legislation.</li> </ul>	
5.2	<ul style="list-style-type: none"> <li>Registration and accurate calibration of measuring equipment, scales and lengths</li> </ul>	<ul style="list-style-type: none"> <li>Inspection report is 100% relevant and accurate.</li> <li>100% compliance with policy instructions and legislation.</li> </ul>	
5.3	<ul style="list-style-type: none"> <li>Correct assessment and accurate calculations and timely daily revenue collection of Government Revenue</li> </ul>	<ul style="list-style-type: none"> <li>100% timely receipt of revenue collection and pay in.</li> <li>100% compliance with policy instructions and legislation.</li> </ul>	
5.4	<ul style="list-style-type: none"> <li>Assist the implementation of Investigation of complaints and mediation programs (when required) to help resolve aggrieved Consumers.</li> </ul>	<ul style="list-style-type: none"> <li>Complaints lodged are formally registered and recorded on day of complaint.</li> <li>Systematic investigation is carried out in a timely manner (within 2 days of receiving complaints).</li> <li>Reports are submitted in a timely manner (within 2 days of completing investigation), 100% accurate and relevant.</li> </ul>	
5.5	<ul style="list-style-type: none"> <li>Implementation of the Government Interagency Task Force Inspection</li> </ul>	<ul style="list-style-type: none"> <li>100% compliance with the policy instructions and legislation.</li> <li>100% timely and accurate of taskforce report</li> </ul>	

5.6	<ul style="list-style-type: none"> <li>Implementation of the monthly testing of Gas Station to ensure compliance with the provisions under Weight and Measures, Price Control and Consumer Protection legislation.</li> </ul>	<ul style="list-style-type: none"> <li>100% timely and accurate.</li> <li>100% compliance with policy instructions and legislation.</li> </ul>
5.7	<ul style="list-style-type: none"> <li>Keep records of inspection/complaints forms and update daily inspection programs and revenue collections and provide weekly/monthly and quarterly reports to OIC, HOD and CEO</li> </ul>	<ul style="list-style-type: none"> <li>100% timely and accurate.</li> <li>100% compliance with policy instructions and legislation.</li> </ul>
5.8	<ul style="list-style-type: none"> <li>Carry out any other duties as may be directed by the OIC, HOD and CEO within the mandate of the CAD or/and priorities of the Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>100% timeliness.</li> <li>Duties performed to requirement.</li> </ul>
6	<b>Reports Directly to:</b>	<b>OIC, Vava'u Office</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	Computer literate with good knowledgeable of Microsoft Office applications (esp. Word and Excel).
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>Fluent both in Tongan (oral and written), and English.</li> </ul>
7.3	Personal Attributes:	Committed to hard work, honest, reliable, be able to work independently, responsible, accountable.
7.4	Education:	<ul style="list-style-type: none"> <li>Form 7 or equivalent of Certificate level 3</li> <li>Form 6 PSSC or equivalent of Certificate level 2 + 1 year of <u>work experience</u></li> </ul>
8	<b>CORE COMPETENCIES</b>	
	<b>Core Competency</b>	<b>Standards</b>
8.1	Accountability, Trustworthiness and Work Ethics.	Take responsibility and accountability for actions; ability to maintain the level of information confidentiality; good work ethics and professionalism approach to work.