

<b>JOB DESCRIPTION</b>			
1	<b>Ministry:</b> Trade and Economic Development		
2	<b>Position Title: Inspector of Weights, Measures &amp; Price</b>	<b>Division: Compliance &amp; Enforcement Unit, Business Registry, Investment and Intellectual Property</b>	
3	<b>Level:</b> 9 – Band L	<b>Post No.:</b> 4	<b>Location:</b> Nuku'alofa
4	<b>Job Purpose:</b> Responsible for leading enforcement team in inspection of all businesses and registered entities to ensure compliance with the Business Licence Act, Business Name Act, Foreign Investment Act, Companies Act, Incorporated Societies Act, Charitable Trust Act, Credit Union Act and Cooperative Act. Also responsible for preparation and reporting of inspection conducted to HOD.		
5	OUTPUTS	Performance Indicators	
(i)	Provide leading role for enforcement team in inspection of all businesses and registered entities to ensure compliance with the followings: a) Business Licence Act b) Business Name Act c) Foreign Investment Act d) Companies Act e) Incorporated Societies Act f) Charitable Trust Act	<ul style="list-style-type: none"> <li>• Enforcement team meet their daily quota of 10 businesses</li> <li>• Report on daily inspection results filed to Senior Enforcement Officer</li> <li>• Registered businesses and other registered entities complies with requirements stipulated under administered legislations</li> </ul>	
(ii)	Provide daily reports on inspection results and make recommendations where appropriate on any breaches of the followings: a) Business Licence Act b) Business Name Act c) Foreign Investment Act d) Companies Act e) Incorporated Societies Act f) Charitable Trust Act	<ul style="list-style-type: none"> <li>• Enforcement team meet their daily quota of 10 businesses</li> <li>• Report on daily inspection results filed to Senior Enforcement Officer</li> <li>• Registered businesses and other registered entities complies with requirements stipulated under administered legislations</li> </ul>	
(iii)	Conduct investigation on special cases as requested by the Registrar or the Business Service Centre.	<ul style="list-style-type: none"> <li>• Enforcement team meet their daily quota of 10 businesses</li> <li>• Report on daily inspection results filed to Senior Enforcement Officer</li> <li>• Registered businesses and other registered entities complies with requirements stipulated under administered legislations</li> </ul>	
(iv)	Maintain confidentiality of information pursuant to the requirements of all legislations administered by this Division	<ul style="list-style-type: none"> <li>• Confidentiality is maintained</li> </ul>	
(v)	Carry out any other duties as may be directed by the Registrar, and any other duties required by the CEO from time to time	<ul style="list-style-type: none"> <li>• Perform duties as required on a timely basis</li> </ul>	
6	PERSON SPECIFICATION FOR THIS POST		
	<b>Special Skills</b>	Essential: Computer literacy (word, excel), ability to work independently and to exercise sound judgment and discretion, communicate effectively, number skills	
	<b>Communication &amp; Language Skills</b>	Essential: Fluent in both Tongan and English (oral and written)	

	<b>Personal Attributes</b>	Essential: Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confidence, organized, led by example.
	<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> <li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b>Qualifications acceptable for this role must be in <u>Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts</u> from a recognized educational institution.</b></p>
7	<b>CORE COMPETENCIES</b>	
	<b>Core Competency</b>	<b>Standards</b>
	<b>Change and Innovation</b>	<p>Stays informed and actively contributes to change initiatives</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Looks for ways to demonstrate innovation and initiative in work area</li> <li><input type="checkbox"/> Anticipates emerging issues and looks for ways to improve work practices.</li> <li><input type="checkbox"/> Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li><input type="checkbox"/> Focuses on benefits and ways of overcoming obstacles</li> </ul>
	<b>Interpersonal Skills</b>	<p>Actively shares information with appropriate people and checks for understanding where necessary</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Presents clear, courteous and concise oral and written communications.</li> <li><input type="checkbox"/> Engages positively and persuasively with program stakeholders as appropriate.</li> <li><input type="checkbox"/> Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.</li> </ul>
	<b>Integrity / Accountability</b>	<p>Seeks to achieve results which are in the best interest of the organisation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Uses honesty and appropriate disclosure with customers, employees, and management.</li> <li><input type="checkbox"/> Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li><input type="checkbox"/> Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
	<b>Results Orientation</b>	<p>Delivers high quality results on time.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overcomes roadblocks/setbacks to deliver results.</li> <li><input type="checkbox"/> Identifies problems early and takes appropriate action.</li> <li><input type="checkbox"/> Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
	<b>Teamwork and Collaboration</b>	<p>Demonstrates ability to get along with others/is respectful of co-workers and promotes teamwork.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li><input type="checkbox"/> Is open with other team members about his/her concerns</li> <li><input type="checkbox"/> Actively shares information with appropriate people and checks for understanding where required.</li> </ul>

	<b>Customer Focus (internal and external)</b>	Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; <input type="checkbox"/> Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. <input type="checkbox"/> Treats all clients with respect and cultural awareness
	<b>Self Confidence and Assertiveness</b>	Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. <input type="checkbox"/> <input type="checkbox"/> Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
	<b>Building individual capacity</b>	Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
	<b>Supports the Organizations Enabling Theme, Outputs and Outcomes</b>	Inspires dedication to the organization's shared outputs and values through his/her own visible actions. <input type="checkbox"/> <input type="checkbox"/> Shows enthusiasm for organizational initiatives, policies and procedures and helps others accept any changes and remain effective. <input type="checkbox"/> <input type="checkbox"/> Embraces and adapts to changing work environment
	<b>Judgment</b>	Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. <input type="checkbox"/> Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss
	<b>Promotion of equity and equality</b>	Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences. <input type="checkbox"/> <input type="checkbox"/> Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific island cultures.