

JOB DESCRIPTION			
1	<b>Ministry:</b> Trade and Economic Development		
2	<b>Position Title:</b> Assistant Registrar	<b>Division:</b> Business Registry, Investment & Intellectual Property	
3	<b>Level: 9 – Band L</b>	<b>Post No.:</b> 5	<b>Location:</b> HQ
4	<b>Job Purpose:</b> Responsible for ensuring that the regulatory requirements prescribed under the Companies Act 1995; Business Licence Act, Registration of Business Names Act, Incorporated Societies Act 1984, Charitable Trust Act 1993. Also assist in the maintenance and processing of all filings via the Online System.		
5	OUTPUTS		Performance Indicators
(i)	Administration and maintenance of the Business Registries online system which incorporates Company Registration, Business Names Registration and Business Licences through: <ul style="list-style-type: none"> <li>Appraisal, approval and registration of online filings and paper filings for registration of Companies, Business Names and Business Licence</li> <li>Appraisal of request for authority by registered companies, business license holders and business license holders</li> <li>Appraisal of applications for reservation of company names and registration of companies online</li> <li>Liquidation and receivership registrations, appraisals and public notices</li> <li>Preparation of Notifications and Advertisements</li> <li>Registration of all other documents being filed</li> </ul>	(i) Appraisal of applications completed within 24 hrs (ii) Recommendations from appraisals are approved. (iii) Certificates of registration and renewals are received within 24 hrs (iv) Reduced appraisal procedures to 24 hrs (v) Notification being made within 5 working days from date of completion (vi) Online system information are current at all times	
(ii)	Maintenance of the Business Registries Online System through: <ul style="list-style-type: none"> <li>Reporting on any deficiencies in the system to hosting company through Help Desk</li> <li>Request for improvement of site through Help Desk</li> <li>Being on top of any improvement of the software to ensure the system stays current</li> </ul>	(i) Online system is operating smoothly at all times (ii) Problems arises resolved with the system resolved within 6hrs once reported	
(iii)	Administration of the Incorporated Societies Act and the Charitable Trust Act: <ul style="list-style-type: none"> <li>Appraisal of Constitution and Rules of Association for all applications</li> <li>Following up with applicants on further required information or documents for applications to progress</li> <li>Issuance of registration and renewal certificates for Incorporated Societies and Charitable Trust</li> <li>Appraisal of application for amendments of constitution or rules of Association</li> </ul>	(i) Appraisal of applications completed with 3 working days (ii) Recommendations from appraisals are approved (iii) Database updated within 24 hrs of completion of process (iv) Any documents being filed is recorded within 24 hrs of receipt (v) Database is updated at all times	
(iii)	Maintenance and updating of data sharing file on the following Registries: Business Licence; Business Names; Companies; Foreign Investment; Incorporated Societies; Charitable Trust	(i) Data folder is updated on a weekly basis (ii) Improvement in information sharing	
(iv)	Maintain the confidentiality of information pursuant to requirements of all legislations administered by the Registry & Intellectual Property Division.	(i) Confidentiality of information is maintained at all times.	
(v)	Prepare reports to Head of Division on areas of responsibilities.	(i) Timely, accurate and quality reports are provided as required.	
(vi)	Perform any other duties that the Head of Division and the CEO may require from time to time.	(i) Performs duties as required on a timely basis	

6	<b>PERSON SPECIFICATION FOR THIS POST</b>	
	<b>Special Skills</b>	Excellent working knowledge of Microsoft Office application, Familiarity with electronic registry system, Organizational, Planning and Analytical skills, Ability to work independently and to exercise sound judgment and discretion, Communicate effectively, Ability to establish and maintain effective working relationships with stakeholders.
	<b>Communication &amp; Language Skills</b>	Must possess very high skills in English and Tongan language, both verbal and written communication.
	<b>Personal Attributes</b>	Sound judgment, Strong improvement orientation, Establishes rapport with wide range of people, Must be Committed, Honest, Reliable and Professional.
	<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><u>Qualifications acceptable for this role must be in Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts from a recognized educational institution.</u></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> <p><input type="checkbox"/> <input type="checkbox"/> Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</p> <p><input type="checkbox"/> <input type="checkbox"/> Is open with other team members about his/her concerns</p> <p><input type="checkbox"/> <input type="checkbox"/> Actively shares information with appropriate people and checks for understanding where required.</p>
	<b>Customer Focus (internal and external)</b>	<p>Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</p> <p><input type="checkbox"/> Accepts responsibility for mistakes, apologizes and makes suitable and timely amends.</p> <p><input type="checkbox"/> Treats all clients with respect and cultural awareness</p>
	<b>Self Confidence and Assertiveness</b>	<p>Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</p>
	<b>Building individual capacity</b>	<p>Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</p>
	<b>Supports the Organizations Enabling Theme, Outputs and Outcomes</b>	<p>Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Shows enthusiasm for organizational initiatives, policies and procedures and helps others accept any changes and remain effective.</p> <p><input type="checkbox"/> <input type="checkbox"/> Embraces and adapts to changing work environment</p>
	<b>Judgment</b>	<p>Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary.</p> <p><input type="checkbox"/> Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss</p>
	<b>Promotion of equity and equality</b>	<p>Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific island cultures.</p>