

<b>Ministry:</b>	<b>Trade and Economic Development</b>
<b>Division:</b>	<b>Consumer Protection &amp; Fair-Trade Division</b>
<b>Location:</b>	<b>Niutoputapu</b>
<b>Job Title:</b>	<b>Assistant Inspectorate Officer</b>
<b>Position Number:</b>	
<b>Reports to:</b>	<b>Head of Division</b>
<b>Band:</b>	<b>P</b>
<b>Salary:</b>	<b>\$10,494 - \$15,740</b>
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthen partnership with all stakeholders to effectively and efficiently deliver our services to fostering a conducive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p><b>Job Purpose:</b> The position is responsible for efficiently administering the enforcement and compliance requirements of the Price and Wage Control Act, Consumer Protection Act and Weight and Measures Act.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Implementation of daily inspections program as planned</li> <li>• Registrations and accurate calibration of measuring equipment, scales and lengths</li> <li>• Ensures enforcement inspections databases &amp; information and calibration equipment are managed and maintained in an orderly manner.</li> <li>• Implementation of the monthly testing of Gas Station to ensure compliance with the provisions under Weight &amp; Measures, Price Control and Consumer Protection legislations</li> <li>• Assess and calculate daily revenue collection of the unit.</li> <li>• Update and manage database for monthly prices of regulated goods and data from CMS</li> <li>• Receive, register and investigate complaints lodged to the Headquarter office under the various acts administered</li> <li>• Implementation of investigation of complaints and mediation programs to help resolve aggrieved consumers and submit report to HOD.</li> <li>• Assist in implementing awareness programs relevant for key stakeholders regarding any issues on price control or consumer rights.</li> <li>• Assist in preparing and submitting of weekly inspection reports relating to various acts administered to the HOD on a weekly basis and monthly.</li> <li>• Assist in collating evidence on business that have committed an offense in relations to any legislations/ regulations under CAD for prosecutions.</li> <li>• Implementation of the Government Interagency Taskforce inspections and preparing of taskforce report to HOD.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report or recommend to HOD any issues pertinent to improving the overall efficient and cost effective, implementation of consumer affairs in Niuafu'ou.</li> <li>• Contribute to the set-up of Consumer Affairs booth in the Annual Royal Agricultural and Industrial Show</li> <li>• Perform any other duties required by the HOD and CEO within the core mandates of the CAD and priorities of the Ministry.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Computer literate with good knowledgeable of Microsoft Office applications (esp. Word and Excel).</li> <li>• Fluent both in Tongan and English languages, both verbal and written communications</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Committed to hard work, honest, reliable, be able to work independently, responsible, accountable.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <p>Certificate level 4</p> <p>-Form 7 or equivalent of Certificate level 3 + 2 years' work experience</p> <p>-Form 6 PSSC or equivalent of Certificate level 2 + 4 years' work experience</p> <p>-Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p>