

Ministry:	Trade and Economic Development
Division:	Business Registry, Investment and Intellectual Property
Location:	Tongatapu
Job Title:	Principal Assistant Registrar
Position Number:	
Reports to:	Deputy Registrar, Head of Division
Band:	I
Salary:	\$34,342 - \$51,511
Job Purpose	<p>Ministry Profile Statement: 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 conductive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p>Job Purpose: To head the business registration and compliance unit and to provide leadership and direction in the administration of the Business License Act; Company Act; Registration of Business Name Act; Foreign Investment Act; Incorporated Societies Act; Charitable Trust Act; Personal Properties Securities Act; Whale Watching and Whale Swimming Act; Co-operative Societies Act and the Credit Union Act. Monitoring the Business Online Registries system</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> Provide leadership to the Business Registry and Compliance Unit in the administration of the Business License Act, Registration of Business Names Act, Company Act, Charitable Trust Act, Incorporated Societies Act, Personal Property Securities Act, Whale Watch & Whale Swimming Act and Foreign Investment Act Provide recommendations for policy amendments to all business registration legislation and regulations Monitor the management of modernization of business registries including online registrations for the business license, incorporation of companies, registration of business names and foreign investment certificate registration. Conducting training and awareness programs on all business legislation and regulations Progression of business regulatory reforms through introduction of new policies to improve ease of doing business. Develop and design information pack for all administered legislation and regulations Supervise and monitor the maintenance of manual records and databases. Prepare fortnightly reports to Head of Division, Policy Division and CEO

	<ul style="list-style-type: none"> • Perform any other duties that the Head of Division and the CEO may require from time to time.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Must possess high skills in English and Tongan language, both verbal and written communication. Confident speaker. • Excellent working knowledge of Microsoft Office application, Planning and analytical skills, Familiarity with electronic registry system, Ability to work independently, communicate effectively, Ability to establish and maintain effective working relationships with stakeholders. <p>Desirable:</p> <ul style="list-style-type: none"> • Sound judgment, Proactive, Strong improvement orientation, Team player, establishes rapport with wide range of people, must be Committed, Honest, Reliable and Professional.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p><u>Qualifications acceptable for this role must be in Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing or Business from a recognized educational institution.</u></p>