

JOB DESCRIPTION	
Ministry	Ministry of Trade and Economic Development
Division	Business Registry, Investment & Intellectual Property
Location	Tongatapu
Position	Principal Inspectorate Officer
Position Number	
Reports to	Deputy Registrar
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 conducive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p>Job Purpose: The Principal Inspectorate Officer is a strategic leadership role responsible for organizing the day-to-day inspection program for all businesses and registered entities. The primary purpose is to ensure that all businesses and registered entities comply with the Companies Act, Business Licenses Act, Registration of Business Name Act, Foreign Investment Act, Incorporated Societies Act, Charitable Trust Act, Co-operative Societies Act, Industrial Property Act, Copyright Act and related legislations, regulations, and policies administered by the Division. This position entails leading a team of inspectors, developing inspection frameworks, conducting investigations, and providing recommendations to uphold regulatory standards, protect public interest, and ensure a fair and compliant business environment. This role supports the Ministry's objective of promoting fair business practices, safeguarding consumers, and strengthening investor confidence in Tonga's business environment.</p>
Accountabilities	<ul style="list-style-type: none"> <li>Develop, implement and continuously review the strategic annual inspection plan, ensuring it aligned with the Division's objectives.</li> </ul> <p>Lead and manage the Compliance &amp; Enforcement Unit to ensure effective deliver) of inspection and compliance activities.</p> <p>Lead, supervise and mentor a team of inspectors across all island offices.</p> <p>Allocate inspection resources efficiently, prioritizing high-risk sectors and entities</p> <p>Conduct and oversee the entire inspection lifecycle, from planning and scheduling to reporting and follow-up audits to ensure compliance with relevant legislations.</p> <p>Personally lead and conduct complex, sensitive and high-profile inspections and investigations,</p> <p>Take enforcement actions where necessary, including issuing notices, recommending penalties and preparing legal referrals.</p> <p>Ensure inspections are conducted thoroughly, objectively and in strict adherence to established protocols and legal standards.</p> <p>Maintain accurate records of <u>inspections and enforcement actions</u>.</p>

	<p>Review and approve detailed inspection reports, finding and evidence compiled by the inspection team.</p> <p>Monitor and evaluate compliance rates and recommend strategies for improvement.</p> <p>Uphold integrity, transparency, and accountability in all interactions with clients and stakeholders.</p> <p>Direct the preparation and issuance of compliance notices, including corrective action plans, penalties and sanctions in line with legislative provisions.</p> <p>Act as the primary point of contact for escalated compliance issues from businesses, legal representatives and other government agencies, Represent the Division in legal proceedings, providing testimony and evidences as required.</p> <p>Develop and deliver awareness programs and guidance to the business community to promote understanding of and compliance with regulation requirements.</p> <p>Represent the Division at inter-agency meetings, taskforces and public consultations related to compliance and enforcement,</p> <p>Prepare and present reports, briefs and statistical analyses on inspection findings, trends and Systemic risks to senior management and relevant committees and stakeholders.</p> <p>Recommend updates to legislation, policies and operational procedures based on inspection insights and emerging industry trends.</p> <p>Ensure strict confidentiality of sensitive business and personal information handled under registry services.</p>
<b>Person Specification</b>	

Knowledge Skills, and Abilities	<p><b>Mandatory:</b></p> <p>Proven ability to lead, motivate, and manage a team of inspectors to achieve organizational goals,</p> <p>Strong ability to assess compliance issues, conduct investigations, and recommend sound and practical solutions.</p> <p>Strong knowledge of business registration and compliance processes under the Companies, Business License and related Acts.</p> <p>Excellent Written and verbal communication skills, with the ability to interact effectively with diverse stakeholders and present findings clearly.</p> <p>Strong ability to plan, prioritize, and manage multiple projects and inspection programs effectively.</p> <p>High degree of professionalism, confidentiality, and impartiality in enforcing compliance standards.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• In-depth understanding of the Companies Act, Business Licenses Act,</li> <li>• Registration of Business Name Act, Foreign Investment Act, Incorporated, Societies Act, Charitable Trust Act, Co-operative Societies Act, Industrial Property Act, Copyright Act and other legislation administered by the Division.</li> </ul>
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	<p>Knowledge of compliance monitoring, enforcement and reporting procedures,</p> <p>Ability to use digital tools for reporting, data visualization and stakeholder engagement,</p>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience</li> <li>• Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience</li> <li>• Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li> </ul> <p><b><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 recognised educational institution.</u></b></p>