

<b>Ministry:</b>	<b>Trade and Economic Development</b>
<b>Division:</b>	<b>Business Registry, Investment &amp; Intellectual Property.</b>
<b>Location:</b>	<b>Tongatapu</b>
<b>Job Title:</b>	<b>Senior Inspectorate Officer</b>
<b>Position Number:</b>	
<b>Reports to:</b>	<b>Head of Division</b>
<b>Band:</b>	<b>K</b>
<b>Salary:</b>	<b>\$26,710- \$40,064</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 conductive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p><b>Job Purpose:</b> Responsible for supervising and coordinating activities of the enforcement teams. Design and coordinate inspection programs and schedule in accordance with the enforcement requirements stipulated under the Business Licence Act, Business Names Act, Companies Act, Foreign Investment Act and the Incorporated Societies Act</p> <p><b>Key result areas:</b></p> <ul style="list-style-type: none"> <li>a) <i>Enforcement of business regulations are developed and implemented</i></li> <li>b) <i>Inspection program is developed and implemented successfully</i></li> <li>c) <i>A business and customer support program is developed and implemented</i></li> </ul>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Coordinate the Inspection program for Inspections in accordance to the followings: <ul style="list-style-type: none"> <li>○ Business Licence Act</li> <li>○ Business Name Act</li> <li>○ Companies Act</li> <li>○ Foreign Investment Act</li> <li>○ Incorporated Societies Act</li> </ul> </li> <li>• Preparation of reports on inspections results and submitted for Registry Unit on a weekly basis or as requested by the Registrar</li> <li>• Maintenance of Enforcement Database for the followings: <ul style="list-style-type: none"> <li>○ Business Licence Act</li> <li>○ Business Name Act</li> <li>○ Companies Act</li> <li>○ Foreign Investment Act</li> <li>○ Incorporated Societies Act</li> </ul> </li> <li>• Take charge in conducting investigation of complaints and suspected cases filed at the Business Service Centre or as requested by the Registrar</li> <li>• Development and implementation of Capacity Building Plan for the Inspectorate Officers</li> </ul>

	<ul style="list-style-type: none"> <li>• Represent the Ministry in the operation of the Task Force Team inspection plan with relevant Ministries</li> <li>• Reports on the results and status of the operation of the Task Force to the Registrar on a weekly basis</li> <li>• Maintain the confidentiality of information pursuant to requirements of administered Act.</li> <li>• Carry out any other duties as may be delegated to him by the Registrar, and any other duties required by the CEO from time to time</li> </ul>
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#### **Person Specification**

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Essential: Fluent in both Tongan and English (oral and written)</li> <li>• Essential: Computer literacy (word, excel), management and leadership skills, ability to work independently and to exercise sound judgment and discretion, communicate effectively, number skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Essential: Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confidence, organized, led by example.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate Diploma with no working experience</li> <li>• Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> <li>• Diploma Certificate with at least 3 years' experience in a similar role or at least 8 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 recognised educational institution.</u></b></p>