

Ministry:	Trade and Economic Development
Division:	Business Registry, Investment & Intellectual Property
Location:	Tongatapu
Job Title:	Inspectorate Officer
Position Number:	
Reports to:	Head of Division
Band:	M
Salary:	\$17,171 - \$25,757
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 purpose of this job is to assist in the inspection of all businesses and registered entities to ensure compliance with Legislations and policies administered under the Division.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Conduct enforcement inspections of all businesses and registered entities to ensure compliance with the Business Licence Act, Business Name Act, Foreign Investment Act, Companies Act, Incorporated Societies Act, and Charitable Trust Act. • Coordinate and assist the enforcement team in planning and conducting inspections and compliance checks. • Prepare and submit daily inspection reports, including findings, identified breaches, and recommendations for enforcement or corrective action. • Conduct investigations into special or complex cases as directed by the Registrar or the Business Services Centre. • Ensure confidentiality and proper handling of information in accordance with all legislation administered by the Division. • Provide technical advice and recommendations to the Registrar and senior management on compliance and enforcement matters. • Carry out any other duties as directed by the Registrar or the CEO from time to time.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Computer literate with great knowledge of Microsoft Office applications; organizational skills; ability to establish and maintain effective working relationships with stakeholders; sound judgement and discretion; Team player • Must have good communication skill in both English and Tongan, both verbal and written

	<p>Desirable:</p> <ul style="list-style-type: none"> Honest, Reliable, Accountable, Committed to hard work and professional
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience <p><u>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)</u></p>
Authorised by (sign and date)	
Deputy CEO/ HOD	<p>Name: Poinisetia Paongo</p> <p>Signature & Date:</p>
CEO	<p>Name: Distaquaine Tu'ihalamaka</p> <p>Signature & Date: <i>[Signature]</i> 18/02/2026</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

