

Ministry:	Trade and Economic Development
Division:	Business Registry, Investment & Intellectual Property
Location:	Tongatapu
Job Title:	Inspector of Weights, Measures & Price
Position Number:	
Reports to:	Head of Division
Band:	L
Salary:	\$22,133 - \$33,194
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: Responsible for leading enforcement team in inspection 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, Charitable Trust Act, Credit Union Act and Cooperative Act. Also responsible for preparation and reporting of inspection conducted to HOD.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Provide leading role for enforcement team in inspection of all businesses and registered entities to ensure compliance with the followings: <ul style="list-style-type: none"> a)- <i>Business Licence Act</i> b)-<i>Business Name Act</i> c)-<i>Foreign Investment Act</i> d)-<i>Companies Act</i> e)-<i>Incorporated Societies Act</i> f)-<i>Charitable Trust Act</i> • Provide daily reports on inspection results and make recommendations where appropriate on any breaches of the followings: <ul style="list-style-type: none"> a) <i>Business Licence Act</i> b) <i>Business Name Act</i> c) <i>Foreign Investment Act</i> d) <i>Companies Act</i> e) <i>Incorporated Societies Act</i> f) <i>Charitable Trust Act</i> • Conduct investigation on special cases as requested by the Registrar or the Business Service Centre. • Maintain confidentiality of information pursuant to the requirements of all legislations administered by this Division

	<ul style="list-style-type: none"> • Carry out any other duties as may be directed by the Registrar, and any other duties required by the CEO from time to time
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Essential: Computer literacy (word, excel), ability to work independently and to exercise sound judgment and discretion, communicate effectively, number skills • Essential: Fluent in both Tongan and English (oral and written) <p>Desirable:</p> <ul style="list-style-type: none"> • Essential: Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confidence, organized, led by example.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p><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 recognized educational institution.</u></p>