

Ministry:	Trade and Economic Development
Division:	Business Registry, Investment and Intellectual Property
Location:	Tongatapu
Job Title:	Senior Assistant Registrar
Position Number:	
Reports to:	Deputy Registrar, Head of Division
Band:	J
Salary:	\$30,526 - \$45,788
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 ensuring that the administration of the Foreign Investment Act and Regulation, Incorporated Societies Act and Charitable Trust Act are conducted accordingly. Ensure that there is efficient administration of legislation administered by the Business Registries, Investment and Intellectual Property Division.</p> <p>This position is also responsible for maintaining and administration of the Foreign Investment Promotion website. Providing administration support to the Business Registry to ensure customer satisfaction and that prompt action is observed.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Responsible for the appraisal, approval and registration of Foreign Investment, Incorporated Society and Charitable Trust applications and filings • Responsible in determining how much risk is involved in a particular investment based on the nature of the investment, the client's financial situation and other factors. • Monitor the preparation work for the migration of the Foreign Investment to the business registries online system. • Assist in receiving of all applications and filings for business registrations and incorporation of businesses • Responsible for maintaining and management of the Foreign Investment Promotion website. • Responsible in reviewing market trends to determine which investments may be appropriate for a client's portfolio at any given time. • Monitor client's investment portfolios on an ongoing basis to ensure that businesses are consistent with Investment Act & Regulation. • Assist in conducting trainings for relevant stakeholders, line Ministries and staff

	<ul style="list-style-type: none"> • Assist the Business Registry Unit with queries from customers either by telephone, electronically or face to face and/or handle and resolve customer complaint. • Monitor data entry on applications and filings for the Foreign Investment, Incorporated Society and Charitable Trust. • Responsible in preparing of investment recommendations for review by HOD & CEO • Maintain the confidentiality of information pursuant to requirements of all legislations administered by the Business Registry, Investment and Intellectual Property. • Prepare and submit reports to Head of Division on area of responsibility • 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"> • Computer literate with great knowledge of Microsoft Office applications; familiarity with electronic registry system; ability to work independently, communicate effectively ability to establish; and maintain effective working relationship with stakeholders; sound judgement and discretion; team player. • Must have good communication skill in both English and Tongan, both written and verbal <p>Desirable:</p> <ul style="list-style-type: none"> • Sound judgment, Strong improvement orientation, Interpersonal skills, Team leader, 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 no working experience • Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience • Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience <p><u>Qualifications acceptable for this role must be in Commerce, Economics, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing, Business, Information Technology or Arts from a recognised educational institution.</u></p>