

JOB DESCRIPTION			
1	Ministry/Department: Ministry of Trade & Economic Development		
2	Job Title: Assistant Inspectorate Officer		
3	Level: 9A - Band M	Post Number: 2	Location: Nuku'alofa
4	<p>Purpose:</p> <ul style="list-style-type: none"> ● To effectively and efficiently administer the enforcement and required compliance under the Consumer Protection, Weight and Measures and Price Control Acts. ● Implement investigation on Consumer Complaints and committed to promotion of a fair, safe and informed marketplace that supports a competitive economy ● Implementation of investigations relating to product labelling and safety standards at the border control ● Ensure that registration and calibration of measuring equipment in the marketplace is undertaken to protect the interest of consumers 		
5	OUTPUTS	Performance Indicators	
	Participate in field inspections and enforcement of the Consumer Protection, Price & Wage Control and Weight and Measures Legislations	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Carry out Competent Authority orders, verification of petroleum price changes (as approved by CA) and inspection of regulated goods under the Price and Wage Control Act	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Investigation of complaints under Consumer Protection Act and Regulation, Price and Wage Control Act and Weight and Measures Act	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Carry out registration and calibration of measuring equipment and ensure business compliance with Weights and Measures Act through monthly inspections of fuel pumps, measuring instruments and scales	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Assist investigations on issues with inter-Government Agencies (MEPLS, Food Authority)	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Assist with inspections on the Government Interagency Task Force Inspection	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Assist with weekly consumer goods and services survey and document collection for pricing of regulated goods	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Enforcement of the list of Maximum prices of regulated goods provided by the Price Control Unit	➤ 90% accuracy, and timeliness of data report compliance with administered legislations	
	Assist in the compiling and completing daily/weekly inspections reports/investigations carried out and submitted to Head of Enforcement & Monitoring Team	90% accuracy, and timeliness of data report compliance with administered legislations	

	Carry out any other duties as may be directed by the Head of Division or the CEO	90% accuracy, and timeliness of data report compliance with administered legislations
	Reports Directly to:	Principal Inspectorate Officer
6	PERSON SPECIFICATION FOR THIS POST	
	Special Skills:	Computer Literacy (word excel), ability to work independently and exercise sound judgment and discretion, good communicate skills, Interpersonal skills, analytical skills
	Communication and Language Skills:	Fluent Both in Tongan and English (oral and written)
	Personal Attributes:	Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confident and organised
	Education:	Essential: diploma in related field or must have a proof of relevant technical trainings Desirable: Higher and/or additional qualifications
	Experience:	Desirable: At least 5 years experience in the Public Sector with relevant work experience in related field
7	CORE COMPETENCIES	
	Core Competency	Standards
7.1	Accountability, Trustworthiness and Work Ethics	Take responsibility and accountability for actions, ability to maintain the level of informatin confidentiality; good work ethics and professionalism approach to work
ENDORSEMENT		
	Assisstant Inspectorate Officer	Name: Sign: Date:
	Head of Division	Name: Sandradee Fifita Sign: Date:
	CEO MTED	Name: Distaquaine Tu'ihalamaka Sign: Date: