

JOB DESCRIPTION

MTCSMEC 55/2024: SENIOR CO-OPERATIVE OFFICER – DEPARTMENT OF CO-OPERATIVE BUSINESS

Corporate Information

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| 1. Position Level: | Band G |
| 2. Salary Range | \$28,605.45 - \$38,140.60 (Step 1 – Step 4) |
| 3. Duty Station: | Level 2, Civic Tower, Suva |
| 4. Reporting Responsibilities | a) Reports to the Chief Business Advisory Officer
b) Liaises with Directors, Chief Business Advisory Officer, Managers, Assistant Managers, Government Agencies
c) Subordinates including Co-operatives Officer and Clerical Officer |

POSITION PURPOSE

The position is responsible for the statutory functions of the Department, as stipulated in the Co-operatives Act 1996 and the promotion of Co-operative's principles and business models. The position also provides technical and policy advice to the Chief Business Advisory Officer, in regards to specific development needs and aspirations in the Department.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- 1) Assist Divisions to create awareness on Co-operative business model and encourage activities in new and diverse businesses, value-addition and exports;
- 2) Identify and build strategic linkages, collaborations and networks with partners and other stakeholders for implementation and consolidation of Government initiatives, so as to ensure sustainability and avoid duplication;
- 3) Monitor the performance of Co-operative projects in line with the applicable legal framework and recommend corrective actions where necessary;
- 4) Assist in the design of an information system for Co-operatives, with pre-defined reporting indicators;
- 5) Ensure effective training plans are provided to Co-operatives to build local capacity in understanding and connecting with markets; and
- 6) Undertake market assessments and provide reports and recommendations on target areas, sectors and commodities; and
- 7) Actively contribute to the Ministry and corporate requirement, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Stakeholder consultations completed and reports prepared on proposed amendments to legal framework and related policies and procedures, within agreed timeframes.
- 2) Undertake research and papers for the development of co-operative movement
- 3) Organised and successfully implemented key outcomes of stakeholder meetings, such as Provincial Council, Advisory Council and Tikina Council meetings, to name a few, within the agreed timeframes.
- 4) Streamlining processes for greater efficiency of Department operations.

PERSONS SPECIFICATION

The applicant should possess a Bachelor's Degree with elements in Economics/Accounting or Management or similar discipline.

Diploma in the relevant field and 5 years' work experience in administering and delivering community-based projects may be considered in lieu of a Bachelors qualification.

In addition to the qualifications, the applicant must possess the Knowledge, Experience, Skills and Abilities as specified below, to successfully undertake the role:

Knowledge and Experience

- 1) 3 years' work experience in administering and delivering community-based projects in the public/private sector;
- 2) Experience in dealing with trade and economic research, data modelling and policy development;
- 3) Understanding of the Co-operative model and other cluster models;
- 4) Good knowledge of techniques for planning, monitoring and controlling programmes;
- 5) Good understanding of the Fijian economy; and
- 6) Strong background knowledge to effectively and efficiently plan and manage for optimum use, the resources made available.

Skills and Abilities

- 1) Excellent interpersonal, written and oral communications skills, with strong presentation skills;
- 2) Ability to lead and motivate a diverse team to achieve tasks with set resources;
- 3) Ability to coordinate programmes and activities to achieve the desired goals and objectives of the Ministry;
- 4) Must possess strong management, administrative, organisational and project management skills;
- 5) Ability to work in a challenging environment with willingness to work beyond the call of duty;
- 6) Ability to formulate and administer policies and initiatives; and
- 7) Sound business case development and approval skills.

PERSONAL CHARACTER

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.