



Ministry of Trade,
Co-operatives, Micro, Small
and Medium Enterprises
and Communications

JOB DESCRIPTION

MTCMSMEC 90/2024: MANAGER POLICY – DEPARTMENT OF NATIONAL TRADE MEASUREMENT AND STANDARDS

CORPORATE INFORMATION

- | | |
|--------------------------------|--|
| 1. Position Level: | Band J |
| 2. Salary Range: | \$55,066.28 - \$70,143.96 (Step 1 – Step 4) |
| 3. Duty Station: | Suva |
| 4. Reporting Responsibilities: | a) Reports to: Director National Trade Measurement and Standards
b) Liaises with: Directors, Heads of Departments, Government Agencies, regional and international organisations including International Organisation for Standardisation, development partners and private sector
c) Subordinates: Divisional Inspectors (3), Assistant Inspector Lab (1) and Standards Officer (1) |

POSITION PURPOSE

The position is responsible and accountable to the Director National Trade Measurement and Standards for the development of policies for the Department. The position is also responsible for providing technical and policy advice on matters related to consumer protection, standards and metrology and the enforcement of the relevant laws.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Analyse, develop, coordinate and implement policy initiative, planning and legislative responses for a range of issues relating to consumer protection, standards and metrology;
- 2) Plan and allocate resources to effectively manage staff and accomplish the work goals and review performance to ensure productivity, goal achievement, high quality standards and overall effectiveness;
- 3) Analyse and interpret legislations, policies, and other issues and trends of significance to the Department and provide high level-technical and policy advice to the Permanent Secretary.

- 4) Manage and oversee the preparation of high-quality reports, submissions, drafting instructions, correspondence and briefs and other complex and high-level documents within required timeframes;
- 5) Develop effective working relationships with team members, senior officers within the department, other Government agencies and the private sector; and
- 6) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

- 1) Policies and Legal Framework for enhanced consumer protection, improved standards and metrology related services reviewed and implemented;
- 2) Business Processes redesigned and services digitalised;
- 3) Stakeholder consultation and contribution enhanced in the development of consumer protection, standards and metrology; and
- 4) Increased awareness on the roles and responsibilities of the Department.

PERSONS SPECIFICATION

In addition to a relevant Post Graduate Degree in Economics, Engineering, Science or any other related field, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 1) At least 5 years' experience in similar field;
- 2) Demonstrated extensive experience in preparing written communication including the preparation of complex and sensitive material;
- 3) Demonstrated expertise to think strategically including critical review, impact evaluation, risk analysis and option development in complex policy scenarios relating to consumer protection, standards and metrology; and
- 4) Demonstrated experience in liaising, consulting and conducting significant negotiations with stakeholders.

Skills and Abilities

- 1) Excellent interpersonal, written and oral communications skills combined with strong presentation skills;
- 2) Demonstrated ability to work as a team and to follow instructions to meet tight deadlines;
- 3) Service oriented approach, with a commitment to supporting the operational environment of the organisation;

- 4) Demonstrated high-level technical capabilities in strategic policy analysis and development, public policy processes and legislative development and interpretation relevant to the consumer protection, standards and metrology; and
- 5) Demonstrated ability to maintain effective working relationships and lead activities in support of the development, communication, stakeholder engagement, governance, implementation and review of policy.

PERSONAL CHARACTER

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