



JOB DESCRIPTION

MTCMSMEC 92/2024: DIVISIONAL MANAGER BUSINESS ADVISORY (CENTRAL/EASTERN DIVISION) – DEPARTMENT OF CO-OPERATIVES BUSINESS

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02 (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to the Director and Registrar of Co-operatives
 - b) Liaises with Ministry Staff, Government Agencies, international organisations, development partners, private sector and general public
 - c) Subordinates: Assistant Managers, Training Officers, Admin Support Officers.

POSITION PURPOSE

The purpose of the position is to support the Chief Business Advisor in the formulation of work plan, review of Co-operative policies and actively contribute to the Ministry's work on consolidating programmes related to Co-operative development. The position also implements Co-operative related projects and programmes in the Central/Eastern Division.

KEY RESPONSIBILITIES

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

- 1) Ensure the service delivery of Department of Co-operatives in Central/Eastern Division by organizing the regional development and smooth implementation of policies for Co-operatives development as part of the Ministry's Operational and Strategic Plans;
- 2) Fully comprehend the 'landscape' of Co-operatives support programmes available to Co-operatives in the Division. In particular, the regulatory and tax incentives, financial and technical assistance programmes and sector specific support;
- 3) Promote relevant support schemes provided by the Fijian Government for Co-operatives across all economic sectors, to refer Co-operatives and ensure they are able to access these services;
- 4) Undertake registration of Co-operatives, facilitate compliance to the Co-operatives Act, and assist Co-operatives in modernising their activities to remain sustainable
- 5) Ensure relevant business advice/guidance, training, skills, business development services and monitoring are provided to Co-operatives in conjunction key stakeholders in the Division;
- 6) Establish effective working relationships with strategic partners to deliver appropriate technical and professional support services to Co-operatives;
- 7) Maintain an accurate record of activities and client interactions with Co-operatives undertaken in the Division for improved coordination of initiatives and projects and build a continuous flow of service support for clients; and
- 8) Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATOR

- 1) Ensure compliance to the Co-operatives Act within the agreed timeframe;
- 2) Projects implemented and monitored within the stipulated budget, timeline and adhere to all relevant policies and standard operating procedures;
- 3) Training, guidance and monitoring for Co-operatives completed within agreed timelines; and
- 4) Agreed activities, documents, policies and high-quality analytical reports are submitted within agreed timeframes.

PERSON SPECIFICATION

The applicant should possess a Bachelor's Degree in Economics, Business Administration, Human Resources Management, Public Sector Administration or a similar related field with at least 3 years' experience in a similar field. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 1) Strong knowledge of Co-operative Act, business model, governance and policies
- 2) Understanding in the administration of a multifaceted development programmes with practical knowledge of community-based training and local economy development approaches;
- 3) Experience in rural community or advisory work in the public/private sector;
- 4) Understanding of the economic development challenges for local communities and Co-operatives;
- 5) Experience of proactive partnership working with a diverse range of organisations in economic development;
- 6) Experience of developing and delivering economic development strategies;
- 7) Demonstrated experience in monitoring and evaluation; and
- 8) Understanding of the Fijian economy, and Fijian Constitution and other applicable laws of Fiji.

Skills and Abilities

- 1) Excellent interpersonal, written and oral communications skill, combined with strong presentation skills;
- 2) Ability to work with local communities, businesses and partner organisations on economic development;
- 3) Ability to coordinate and manage programmes effectively and within standard operating procedures and work with minimum supervision
- 4) Strong capacity and skills in Co-operative organisation and Financial Management;
- 5) Ability to construct, interpret, critique budgets, cash flows and business/marketing plans;
- 6) Strong analytical skills that can develop and support the case for funding support and interpret data and trends;
- 7) Ability to resolve conflicts within Co-operatives, business communities and clusters; and
- 8) Must have demonstrated intellectual capacity, drive, determination and flair in visioning and decision making.

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 of 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.