

JOB DESCRIPTION

MTCSMEC 62/2024: DIRECTOR AND REGISTRAR OF CO-OPERATIVE, DEPARTMENT OF CO-OPERATIVE BUSINESS

CORPORATE INFORMATION

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| 1. Position Level: | Band L |
| 2. Salary Range: | \$67,830.20 - \$86,961.80 (Step 1- Step 4) |
| 3. Duty Station: | Level 2, Civic Tower, Suva |
| 4. Reporting Responsibilities: | <ul style="list-style-type: none">a) Reports to the Permanent Secretary for Commerce, Trade, Tourism and Transportb) Liaises with Hon. Minister, Heads of Departments, Ministry Staff, Government Agencies, statutory bodies, regional and international organisations, development partners, foreign missions, educational institutes and private sectorc) Subordinates: Chief Business Advisor, Divisional Manager Business Advisory (4), g Senior Co-operative Officer, Divisional Managers (3), Economic Planning Officer, Assistant Managers (4) and support staff |

Position Purpose

The position is responsible to the Permanent Secretary for the overall performance of the Department of Co-operative Business within the Ministry. The incumbent will coordinate the formulation and implementation of policies and strategies to facilitate the development of Co-operative businesses in Fiji.

The Director has legal obligations in the implementation of the Co-operatives Act and is responsible for supervising staff based in Headquarters, Co-operative College of Fiji and Divisional Offices.

The position will be required to work in consultation with other relevant public, private sector, statutory and non-governmental organisations. The position will be required to undertake the evaluation of project proposals and supervise industry specific issues, liaise closely with a range of private and public sector bodies and representatives as well as spearhead private sector development.

Key Responsibilities

The position will achieve its purpose through the following key duties, working with relevant staff and service providers, in accordance with legislative requirements:

- 1) Formulation of policies and strategies that encourage improvement of exports, involves value addition, sustainable diversification, commercialisation of Co-operatives, and improvement of livelihoods;
- 2) Provide timely and high level, quality analytical, technical and policy advice;
- 3) Ensure relevant trainings and skill-based courses are made available to Co-operatives and micro, small and medium enterprises;
- 4) Promote cooperative-based business models for groups and cluster projects;

- 5) Develop appropriate database that captures the contribution of the Co-operative sector to the Fijian economy;
- 6) Effective management of the Department, through prudent management of resources;
- 7) Effective coordination with all stakeholders, including Government Ministries, private sector, training institutions and Non-Governmental Organisations, to ensure growth in Co-operative movement;
- 8) Manage the Department of Co-operative Business budget, true trust account and monitor expenditure and costs against deliverables; and
- 9) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities as & where required.

Key Performance Indicators

- 1) Timely high level, quality analytical and technical advice provided to the Permanent Secretary on Co-operative's policy development;
- 2) All Co-operative awareness, promotion, formation and registration are undertaken within approved timeframe;
- 3) All projects are implemented within the stipulated budget and follow all Government Financial Management Regulations and Procurement Procedures; and
- 4) A report on the Co-operatives undertaking diversification, value addition and export, is submitted within approved timelines.
- 5) All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement.
- 6) Complete compliance with relevant legislative and policy requirements within the department.

Person Specification

The applicant should possess a Master's Degree, preferably with a specialisation in Economics, Business Development, Project Management, Accounting and Finance and Management or equivalent.

Bachelor's Degree in the relevant field with Six (6) years relevant work experience will be considered at senior management level in the private and/or public sector.

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) At least 3 years' experience working in an economic environment or similar;
- 2) Significant proven experience in policy or advisory work in the public/private sector;
- 3) Extensive practical experience in the administration of a multifaceted development programmes;
- 4) Good understanding of the Fijian economy and applicable laws of Fiji;
- 5) Experience in dealing with trade and economic research, data modelling and policy development; and
- 6) Good knowledge of techniques for planning, monitoring and controlling programmes.

Skills and Abilities

- 1) Exceptional business writing skills, communication skills, interpersonal, representational and superior leadership skills;

- 2) Applicant must be a strategic thinker and personal attributes of optimism, enthusiasm and resilience;
- 3) Ability to formulate and administer economic policies and initiatives for the sustainable development of economic /commerce sector;
- 4) Possess strong/sound background knowledge on human resources, supervisory skills, mentoring and overall management.
- 5) Ability to work in a challenging environment and willingness to work beyond the call of duty; and
- 6) Service oriented approach with a commitment to supporting the operational and corporate environment of the Ministry.

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 age 60, 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.