



JOB DESCRIPTION

JOB TITLE	ASSISTANT ENFORCEMENT OFFICER		
JOB NO. / ID	NAUSORI	DATE LISTED	15-October-2021
JOB LOCATION	NAUSORIBTOWN COUNCIL		
ROLE PURPOSE	Enforce of all regulations pertaining to operations of municipality busines.		
DIVISION / DEPARTMENT	COMMUNITY SERVICES	REPORTING REQUIREMENTS	SENIOR HEALTH & ENFORCEMENT OFFICER
RENUMERATION	A competitive salary depending on qualifications and work experience will be offered to the successful candidate.		
POSITION DETAILS			
<input type="checkbox"/>	FULL-TIME	CONTRACT	45 HOURS PER WEEK
<input type="checkbox"/>	PROJECT BASED	ATTACHMENT	3 YEAR CONTRACT PERIOD
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist the Senior Health & Enforcement officers in administrating the enforcement duties 2. Assist in conducting surveys and monitoring programs 3. Assist in Legal Enforcement 4. Assist in Health promotion and awareness Provide consultation and deliver training programs to employers, employees and he general public on issues of enforcement 5. Assist in supervising daily ccoordination of enforcement works 6. Enforcement of Market by-laws, traffic regulation, anti-litter and other regulation 7. Surveillance of municipality and identify unauthorized activity 8. Refer illegal construction activity to/Building Supervisor 9. Enforcement of all regulations to all Municipal business 10. Update Legal Records of the Council 11. Assist Prosecution of defaulting clients in Small Claims Tribunal 12. Conduct Public Awareness on Civic responsibilities 13. Recovery of Rates 14. Any other duty assigned by the immediate supervisor/Manger Community Services 		
KEY PERFORMANCE INDICATOR	<ol style="list-style-type: none"> 1. Ability to present accurate, concise and timely correspondence and reports. 2. Maintain high level of work ethics. 3. Achieve targets in terms of issuance of notices and legal actions. 4. Transparency and accountability. 5. Ability to resolve grievances in timely manner. 6. Community and stakeholder engagement. 7. Health Promotion and Awareness programs implemented. 8. Demonstrated ability to introduce innovative practices and programmes to improve a range of environmental health issues. 		
KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Extensive knowledge of Public Health Act, Pure Food Act, Local Government and Town Planning Act and other health and development related matters 2. Municipal Council operation 3. Group 2 Driving Licence 4. Computer literacy 5. Good organizing skills 6. Good PR skills 7. Sound Negotiator 8. Sound Analytical capabilities 9. Knowledge and experience in municipal or central government by-laws and regulations 10. Municipal council operation and application of by-laws 11. Good organizing skills 12. Sound Negotiator with impartiality and sensitivity to cultural issues 13. Mediation skills 14. Ability to express ideas clearly in revenue reports etc . 15. Customer focused/Superior interpersonal and communication skills 		
SKILLS AND ABILITIES	<ol style="list-style-type: none"> 1. Have good oral and written communication skills. 2. Ability to work under pressure and deliver within timeframe. 3. Ability to handle difficult situations to achieve positive outcomes. 4. To be computer literate. 5. Ability to make informed decisions. 		
EDUCATION REQUIREMENTS	Diploma in Environmental Health or Diploma in Management/Public Administration Minimum of 3 years experience in revlevant field		
PERSONAL CHARACTER	All applicants for employment in Nasinu Town Council and Nausori Town Council 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 the age of 55 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.		