



JOB DESCRIPTION

JOB TITLE	ASSISTANT HEALTH & ENFORCEMENT OFFICER		
JOB NO. / ID	NASINU	DATE LISTED	15-October-2021
JOB LOCATION	NASINU TOWN COUNCIL		
ROLE PURPOSE	To effectively manage and control public health issues with the use of public health act and all other relevant laws and also 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	<input checked="" type="checkbox"/> CONTRACT	37 HOURS PER WEEK
<input type="checkbox"/>	PROJECT BASED ATTACHMENT	<input type="checkbox"/>	3 YEAR CONTRACT PERIOD
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist the Senior Health & Enforcement officers in administrating the enforcement of all Public Health laws 2. Assist in inspecting the sanitary condition and other public facilities or institutions 3. Assist in collecting samples of water for analysis; measure physical, biological and chemical workplace hazards and conduct safety and environmental audits 4. Assist in investigating health and safety related complaints, spills of hazardous chemicals, outbreak of diseases or poisonings 5. Assist in conducting surveys and monitoring programs of the natural environment to identify sources of pollution 6. Assist in Legal Enforcement 7. Assist in Food Premises and workplaces inspection and Inspect to ensure that equipment, materials and production processes do not present a safety or health hazard to the general public 8. Assist in Health promotion and awareness Provide consultation and deliver training programs to employers, employees and the general public on issues of public health and environmental protection 9. Assist in Provide Assessment for rezoning and conditional development 10. Assist in processing, assessing and recommend on subdivision application 11. Assist in supervising daily operations of works 12. Enforcement of Market by-laws, Traffic regulation, anti-litter and other regulation 13. Surveillance of municipality and identify unauthorized activity 14. Refer illegal construction activity to/Building Supervisor 15. Enforcement of all regulations to all Municipal busines 16. Update Legal Records of Council 17. Assist Prosecution of defaulting clients in Small Claims Tribunal 18. Conduct Public Awareness on Civic responsibilities 19. Recovery of Rates 20. Any other duty assigned 		
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 or Bachelors in Environmental Health Minimum of 3 years experience in revlevant field		
PERSONAL CHARACTER	All applicants for employment in Nasinu 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.		