



JOB DESCRIPTION

JOB TITLE	TEAM LEADER MARKET		
JOB NO. / ID	NAUSORI	DATE LISTED	15-October-2021
JOB LOCATION	NAUSORI TOWN COUNCIL		
ROLE PURPOSE	Enforcement of all regulations pertaining to operations of municipality business <input type="checkbox"/>		
DIVISION / DEPARTMENT	COMMUNITY SERVICES	REPORTING REQUIREMENTS	MANAGER COMMUNITY
RENUMERATION	A competitive salary depending on qualifications and work experience will be offered to the successful candidate		
POSITION DETAILS			
<input checked="" 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"> Daily operation and management of the Nausori Markets and Satellite Markets; Management of the leases of all market tenants; Negotiations with tenants, businesses, service providers, regulatory authorities and other stakeholders, for the best deals in favor of the Council; Contributing to business forecasts, plans and budgets; Liaising with building maintenance service providers to ensure the premises are in good condition at all times and improving accessibility to all markets; Ensuring that all tenants adhere to the Market Rules and Regulations, as well as to Council By-Laws; Introducing and implementing innovations that will create greater excitement, activity and traffic movement into Market Centres Ensuring that all market operations support the Council's commitment to the achievement of the Sustainable Development Goals and a cleaner, healthier Nausori. 		
KEY PERFORMANCE INDICATOR	<ol style="list-style-type: none"> Timely completion/closure of court actions. Problem Solving and complaints handling. Satisfying customers changing demands. Facilitating demands for socio-economic development for the People's Charter. Quick assessment of the effects of changing circumstances Developing coping strategies that influence the positive contributions of various Sections Spotting conflicts early on and resolving them to the satisfaction of all involved parties. The ability to quickly and independently process ideas and implement changes. Transparency and accountability Internal Budget Control whilst not compromising standards. 		
KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> At least three years' experience in a similar role in the private or public sector; Highly skilled in negotiations and have outstanding communications skills, and Sound financial knowledge and demonstrated ability to meet reporting deadlines. The incumbent must have a high degree of drive, confidence, excellent communication and leadership skill with the ability to meet deadlines. Must be a rational thinker and must exert some sense of maturity. Has to be highly motivated. Has to have good interpersonal skills. Excellent verbal, analytical, organizational and written skills. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders. Provide leadership, guidance and support to the Nasinu Market Team. 		
SKILLS & ABILITIES	<p>High professional ethics and integrity Good business acumen and interrelation skills. Have good oral and written communication skills Ability to work under pressure and deliver within timeframe Ability to handle difficult situations to achieve positive outcomes General understanding of project financing and contracts.</p>		
EDUCATION REQUIREMENTS	Relevant Certificate/Diploma in Management/Administration or similar field Minimum of 3 years of experience in relevant field Mandatory Group 2 Drivers Licence		
PERSONAL CHARACTER	All applicants for employment in 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.		