

## **Job Description**

1. **Job Title** Enforcement Officer
2. **Department:** Legal
3. **Job Reports to** Prosecutor
4. **Responsible for:** Enforcement of all regulations pertaining to operations of municipality business
4. **Job Purpose/Summary:** The smooth and efficient running of all council operations to ensure business and infrastructure are compliant to regulations
5. **Important functional Relationship**
  - a) Internal Contacts  
CEO  
Manager Legal  
Legal Adviser  
Other staff
  - b) External Contacts  
Business Proprietors  
Local Government Ministry  
General Public

### **6. Key Result Areas**

<b>Key Result Areas</b>	<b>Key Tasks</b>	<b>KPI's</b>	<b>Remarks</b>
1. Enforcement of Market by-laws, traffic regulation, anti-litter and other regulation	<ul style="list-style-type: none"> <li>❖ Visit and issue notice</li> <li>❖ Final written notice</li> <li>❖ Reasonable Force</li> </ul>	<ul style="list-style-type: none"> <li>❖ Compromised and solved</li> <li>❖ Refer to legal recourse</li> </ul>	This is ongoing accountability
2. Surveillance of municipality and identify unauthorized activity	<ul style="list-style-type: none"> <li>❖ Identification and Verification of unauthorized activity</li> </ul>	<ul style="list-style-type: none"> <li>❖ Removal of illegal activity</li> <li>❖ Legalize all illegal activity</li> </ul>	This is ongoing accountability

3. Refer illegal construction activity to/Building Supervisor	❖ Reference for corrective action by Building Supervisor/Health Inspector	❖ Legalizing illegal construction activity	This is ongoing accountability
4. Enforcement of all regulations to all Municipal business	❖ Visit and issue notice ❖ Final/written notice ❖ Reasonable force	❖ Compromise & Solved ❖ Refer Legal recourse	This is ongoing accountability
5. Update Legal Records of Council	❖ Update of Legal Register	❖ Up to date filing of information on legal matters	This is ongoing accountability
6. Assist Prosecution of defaulting clients in Small Claims Tribunal	❖ Preparation of paper works and submitted to Small Claims Tribunal	❖ Compromise <u>Or</u> Prosecution	This is ongoing accountability
7. Conduct Public Awareness on Civic responsibilities	❖ Advise during ward meetings	❖ Enhance awareness and Public responsibility	This is ongoing accountability
8. Recovery of Rates	❖ Title Search ❖ Charge application	❖ Recovery of rates	This is ongoing accountability
9. Any other duty assigned	❖ Any closely related duties to above tasks	❖ Determined by supervisor	This is ongoing accountability

7) **Person Specification**

**Qualification**

<b>Expected</b>	<b>Desirable</b>
<b>* Relevant Certificate/Diploma in Management/Administration</b>	<b>Specific qualification in Public Administration and revenue enforcement</b>

## Knowledge/Experience

Expected	Desirable
<b>*At least 3 years' experience in similar role</b>	<b>* Proven experience in managing revenue, finance and legal enforcement of regulations in public entities</b>

8) Job Specific Competencies

Knowledge and experience in municipal or central government by-laws and regulations

Municipal council operation and application of by-laws

Group 2 Driving Licence

Computer Literacy

Good organizing skills

Sound Negotiator with impartiality and sensitivity to cultural issues

Mediation skills

Ability to express ideas clearly in revenue reports etc .

Customer focused/Superior interpersonnel and communication skills

Work Complexity

Being able to undertake multiple set of administrative and management tasks at any given time ensuring that operational efficiency of the Council Market and other businesses are properly maintained.

Freedom to Act

Acts within business procedures, bylaws and regulations standards as directed by the Nasinu Town Council through the Manager Engineering.