



MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION: TECHNICAL ASSISTANT [Urban Development/Reform Unit]

Corporate information

1. **Position level** : E
2. **Salary range** : \$19,041 [Step 1]
3. **Duty Station** : HQ, travel to Councils and provinces as required.
4. **Reporting Responsibilities:**
 - a) **Reports to** : Director Local Government
 - b) **Liaises with** : Director Local Government, staffs of the Department of Local Government, all Sections of the Ministry i.e. Department of Town & Country Planning, Department of Housing and Department of Environment, Corporate Service Unit, Municipal Councils, National Fire Authority, Line ministries & department, rate payers, suppliers and donor agencies (JICA, KOICA) and International Organizations.
 - c) **Subordinates** : Nil

POSITION PURPOSE

Ensure monitoring and compliance with the requirements of the Local Government Act Cap 125 and effective execution of the functions of the Director Local Governments Office and the Department.

KEY RESPONSIBILITIES

The Officer will work closely under the Local Government Committee via:

1. Preparation of Economic Development plans for Town and Cities
2. Preparation of minutes for the members of the Local Government Committee
3. Preparation of logistics for the members of the Local Government Committee visitation to the municipal council
4. Analysis of council of minutes of meeting
5. Analysis of council town boundary extension

6. Assisting the Local Government Committee in preparation of their Annual Corporate Plan
7. Liaise with the Ministry of Lands on Land matters relating to the Municipal councils such open spaces, leases for new towns and preparation for town boundary maps for new towns and town boundary extension
8. Assist Senior Administrative Officer in HR Matters and attending to correspondence

KEY PERFORMANCE INDICATORS

1. Review the Local Government Act [Cap 125]
2. Carry out Administrative works for the Department
3. Organise Department Events
4. Carry out Secretarial and Administrative works for the Local Government Committee (LGC) on the extension of Municipal boundary and Declaration of new Municipality

PERSON SPECIFICATION

In addition to University qualifications (or equivalent) relevant to the Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience delivering towards achievement in core skills for the organization;
2. An adequate knowledge of the machinery of government with the Ministry systems and procedures;
3. An understanding of Public Service Regulations, General Orders, State Services Decrees, & OHS Act, Local Government Act Cap 125. Town Planning Schemes and Regional Planning Schemes and Local Advisory Plans.;
4. An understanding of management theories and principles;
5. An adequate knowledge of local government activities;
6. Team player, Customer Service, Positive Mental Attitude, Professionalism; &
7. An adequate knowledge of statistical analysis.

Skills and Abilities

1. Effective communication, objective delivery and evaluation skills;
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment;
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the department; &
5. Capacity to utilize computer programs to support the operations.

Personal Character and Eligibility

Applicants for employment in the Ministry of Local Government, must be Fijian Citizen, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

A Diploma in Land Use Planning/Land and Urban Development or equivalent from a recognized institution with relevant work experience. Computing skill/Literacy in computing applications and sound industry knowledge are preferred.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job and received at least 1st dose of Vaccination as this criteria will be considered in assessing the relative suitability of applicants.