



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: DIRECTOR LOCAL GOVERNMENT - DEPARTMENT OF LOCAL GOVERNMENT

1. Position Level: Salary Band L
2. Salary Range*: : \$67,830.20 to \$86,961.80 (Step 1-4)

*Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.

1. Duty Station: HQ Suva, travel to Councils and provinces as required
2. Duration: 3 years
3. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary
 - b) **Liaises with: Internal** - Department and Ministry staff
External - Municipal Councils, National Fire Authority, Others Ministries and Departments, Rate Payers, Suppliers, Statutory Bodies, Development Partners, Private Sector and International Organizations.
 - c) **Subordinates:** Principal Policy & Research Officer, Senior Administrative Officers, Senior Accounts Officer, and Technical Assistants

POSITION PURPOSE

The Director Local Government is responsible for future-looking policies that promote economically sustainable and resilient cities and towns. The position achieves this through driving strategic change for efficient and effective operations of the Department of Local Government, thirteen Municipal Councils and the National Fire Authority.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Lead the formulation and implementation of policies and short and long term strategies of the Ministry, Municipal Councils and the National Fire Authority.
2. Oversee the efficient management of the Department of Local Government, 13 Municipal Councils and the National Fire Authority as its statutory body.
3. Provide oversight and management support of small to large Capital Projects of the Municipal Councils to ensure financial viability and returns.
4. Actively contribute to the management functions and financial structure of the Ministry and Municipal Councils, ensuring compliance, public image, transparency and plan management including review and target monitoring.
5. Coordinate research and development in the local government environment in order to be able to provide support and advice to Municipal Councils, National Fire Authority and the Permanent Secretary.
6. Lead the streamlining, business redesigning (and reform) of organisational process and procedures of the Municipal Councils to deliver effective service and financial prudence.

7. Develop high-level Ministerial Papers, including Cabinet Memorandums, Parliament Papers, and Discussion Papers and Media collaterals.
8. Lead the organization of regular dialogue platforms, including Councilors, Special Administrators and Chief Executive Officers Forums.
9. Motivate and manage staff performance to ensure business continuity and quality service delivery.
10. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely high-level, quality, analytical and technical advice provided to the Permanent Secretary and key stakeholders on Municipal policies and development;
2. Delivery and reporting of all Municipal Council policies and projects in accordance with agreed work plans, timelines, budget and finance policies;
3. Effective and timely management of staff performance and delivery of outputs/KPIs against Individual Work Plans, Business Plan and Strategic Plan, while driving organisational reforms; and
4. Regular monitoring, evaluation and reporting of Department of Local Government, Municipal Councils and National Fire Authority performance to the Permanent Secretary within agreed timelines.

PERSON SPECIFICATION

The applicant must possess a Master's Degree in Management and Public Administration, Business Administration, Finance, Law or equivalent from a recognised institution.

In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE AND EXPERIENCE

1. At least ten years relevant work experience in a similar role;
2. Practical knowledge of all aspects and functions of Municipal Councils and National Fire Authority;
3. Demonstrated experience in Policy and Administrative Work;
4. Experience in managing Capital Projects;
5. Experience in organisational reforms, change management and staff management; and
6. An understanding of the Fijian Constitution (2013), Local Government Act 1972 and other enabling laws.

SKILLS AND ABILITIES

1. Ability to lead diverse organisational functions including, but not limited to, project management, public relations and finance;
2. Ability to lead strategic reforms across the organisation;
3. Exceptional business written and verbal communication, and interpersonal skills;
4. Highly developed problem solving and critical thinking skills;
5. Ability to lead strategic reforms that drive financial prudence and good governance;

6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

PERSONAL CHARACTER

All applicants for employment must be Fiji citizens, under age 60, with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointment officer will be subject to confirmation of a clear police record.

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, as this criteria will be considered in assessing the relative suitability of applicants.