



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: DIRECTOR LOCAL GOVERNMENT

DEPARTMENT OF LOCAL GOVERNMENT

1. Position Level: Salary Band K
2. Salary Range*: \$59,945.18 - \$76,852.80

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

3. Duty Station: HQ Suva, travel to Councils and provinces as required
4. Duration: 3 years
5. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary
 - b) **Liases 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:** Senior Administrative Officers, Senior Accounts Officer , and Technical Assistants, Internal Auditor

POSITION PURPOSE

The Director Local Government is responsible for future-looking policies that promote economically sustainable and resilient towns and cities. The position achieves this through driving strategic change for efficient 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 Council 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 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. Lead the streamlining and business redesigning of organisational process and procedures to deliver effective service and financial prudence.
6. Develop high-level Ministerial papers, including Cabinet Memorandums, Parliament Papers, Discussion Papers and Media collaterals.
7. Lead the organisation of regular dialogue platforms, including Special Administrators and Chief Executive Officers Forums.
8. Motivate and manage staff performance to ensure business continuity and service delivery.

9. 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 to 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 Ministry and Municipal Council performance to the Permanent Secretary within agreed timelines.

PERSON SPECIFICATION

The applicant must possess a Masters or Postgraduate 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. 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, communication interpersonal skills;
4. Excellent problem solving and critical thinking;
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.

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, communication interpersonal skills;
4. Excellent problem solving and critical thinking;
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 in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under

the age of 55 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

To ensure a safe working environment, only applicants that are fully vaccinated against COVID-19 will be considered.

Revision date: 22 August 2022