

VACANCY NO: 68NOV/18

MANAGER ENFORCEMENT: KESA

PERSON SPECIFICATION:

Have relevant qualifications in Management, Commerce, Employment/Industrial Relations and Public Administration or with Over 15 years working experience in similar role. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Through knowledge of all phases of enforcement work including investigations and management of operations center with sound knowledge of computers and good communication and presentation skills.
2. Basic knowledge and understanding of the Fijian Constitution (2013), considerable knowledge of regulations and procedures of enforcement department.
3. Knowledge of administration principles and practices including office management, personnel, and general budgetary with special emphasis on area of road traffic safety.
4. Knowledge of supervisory principles, practices and ability to effectively plan, assign, train, supervise and evaluate the work or sub-ordinates to maintain discipline and high morale.
5. Understanding of teams and how to work within a high expectation service-oriented environment and able to deal tactfully and effectively with the public and other employees.
6. Knowledge of how to manage people and get the job done and hold people accountable for their actions.

Skills and Abilities

1. Ability to carry out special and general assignments in a timely manner, requiring understanding of departmental procedures and able to develop procedures without direct supervision.
2. Ability to analyse enforcement problems and to adopt quick, effective and reasonable causes of action with due regards to surrounding hazards and circumstances. Ability to assess multiple sides of an issue, demonstrated ability to analyze and solve complex problems in a resource constrained environment
3. Good communication skills. Writing emails, Memos and addressing sub-ordinates, updating management and communicating with stakeholders, vendors and the public. Ability to speak and write effectively, and to evaluate written and oral reports and to make recommendations to improve enforcement services.
4. Ability to work effectively with supervisors and to set and maintain a positive role model for all personnel. Ability to plan, organize, coordinate, direct and evaluate the work of supervisors and support staff.
5. Good decision making skills. Ability to interact with people from diverse cultural backgrounds both internal and external. Ability to emphasize fairness, equity and accountability. Ability to maintain confidentiality and neutrality, in a sensitive environment.
6. Capacity to utilize computer programs to support daily operational tasks.
7. Demonstrated ability to effectively work as a team in a service oriented environment to undertake any given task.