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**ROLE DESCRIPTION: REGISTRAR OF COMPANIES**

**CORPORATE INFORMATION**

- 1. **Position Level** : Salary Band K
- 2. **Salary Range** : \$59,945.18 - \$76,852.80
- 3. **Duty Station** : Suva. Limited travel to other divisions or districts may be required

**4. Reporting Responsibilities:**

- a) **Reports To** : Administrator General
- b) **Liases with** : Ministry staff, members of the public, officers from Law firms, Accounting firms and other professional organisations.
- c) **Subordinates** : Administrative Officers, Executive Officers, and Clerical Officers.

**POSITION PURPOSE**

This position leads and manages the operations of the Office of the Registrar of Companies (“**ROC Office**”) ensuring that all services and duties are conducted according to relevant legislation and Standard Operating Procedures and to carry out roles and responsibilities (“**laws**”).

**KEY RESPONSIBILITIES [KRAs]**

The position will achieve its purpose through the following key duties. Working with relevant customers, staff and service providers, in accordance with legislative requirements and Standard Operating Procedures (SOPs):

1. Lead, motivate and train the staff of the Office of the Registrar of Companies (ROC) to ensure that key deadlines are met;
2. Direct revenue collection activities and ensure effective and efficient internal control measures are in place and adhered to;
3. Provide relevant briefs and policy advice to senior management, staff and clients as required relating to the Companies Act 2015 and other relevant applicable laws;
4. Ensure the security and safety for all records and that all registered records are easily accessible to the public;
5. Continuously improve, develop, implement, monitor and report on adherence to standard operating procedures (SOPs) within the Office of the ROC;
6. Contribute to and support the implementation of a coordinated programme of change, to achieve high levels of service delivery in the Ministry including implementation of the Digital Fiji Project within the Office of the ROC;
7. Communicate via formal correspondence and verbally with clients, debtors and other personnel from organisations and departments as required;
8. 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. All staff duties are carried out in accordance with the policies and procedures of the Ministry, SOPs of the Office of the Official Receiver and the relevant Laws of Fiji;
2. All Office of the Official Receiver procedures continually developed, documented, implemented and monitored to support the execution of the Ministry operational plans;
3. Management reports provided to track, analyse and improve service delivery; and
4. Contributions to corporate requirements of the Ministry, including planning, budgeting and human resources activities are actively undertaken when required.

## **PERSON SPECIFICATION [KESAs]**

In addition to a Masters Degree in Law or a relevant field or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least Seven (7) years' experience as a Practicing Lawyer or in an environment requiring practical working experience of the procedures and requirements under the Companies Act 2015, Money Lenders Act 1938, Credit Unions Act 1954 and Friendly Societies Act 1874;
2. At least three (3) years' experience in a management role;
3. Experience implementing change in a diverse organisation; and
4. Understanding of teams and how to build and maintain high performing teams.

### **SKILLS AND ABILITIES**

1. Demonstrated ability to manage and motivate staff at different levels, backgrounds and experience;
2. Strong communication skills with the ability to effectively consult with others to develop sound internal policy and procedures and to tactfully deal with clients especially debtors and creditors and directors of companies;
3. Capacity to plan for and meet tight and immovable deadlines;
4. Demonstrated ability to deal with conflicting situations while ensuring that legislative provisions are not breached;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Capacity to utilise computer programs to support the operations of complex organisation;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility**

All applicants for employment must be a Fijian Citizen, under the age of 55, with personal character and background and demonstrate a commitment to the Public Service Values and Code of Conduct. Applicants must also be Fijian Citizen, under the age of 55, 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.