



## **ROLE DESCRIPTION: REGISTRAR OF COMPANIES**

### **CORPORATE INFORMATION**

1. **Position Level** : Salary Band K
  2. **Salary** : \$64,556.35 - \$82,232.50
  2. **Duty Station** : Suva, limited travel to other divisions or districts may be required
  3. **Reporting Responsibilities:**
    - a) **Reports to** : Administrator General
    - b) **Liases with** : Ministry staff, members of the public, Law firms, accounting firms and other professional organisations.
    - c) **Subordinates** : Deputy Registrar of Companies, Administrative Officers, Executive Officers and Clerical Officers
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### **POSITION PURPOSE**

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

### **KEY RESPONSIBILITIES**

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

1. Stay abreast of all relevant laws, regulations and guidelines as it relates to registered entities to ensure that the Companies Registry complies with the requirements;
2. Lead, motivate and train the staff of the Office of the Registrar of Companies (ROC) to ensure that key deadlines are met;
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. Collaborate and communicate with relevant authorities to develop comprehensive internal policies and procedures that align with regulatory requirements. Periodically review and update these policies to reflect changes in laws and best practices; and
8. Actively contribute to all corporate requirements 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 instructions:

1. All staff duties are carried out in accordance with the policies and procedures of the Ministry, SOPs and other relevant Laws of Fiji;
2. Procedures continually developed, documented, implemented and monitored to support the execution of the Ministry operation plans;
3. Development of policies standards and guidelines in order to support service delivery; and
4. Management reports provided to track, analyse and improve service delivery.

## **PERSON SPECIFICATION**

In addition to a 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 5 years proven experience as a practicing lawyers or in an environment requiring practical working experience of the procedures and requirement 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. Demonstrate 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 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 in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Constitution of the Republic of Fiji. Applicants must also be Fijian Citizens, aged below 60 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.

The Ministry of Justice is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.