



ROLE DESCRIPTION: REGISTRAR OF COMPANIES

CORPORATE INFORMATION

1. **Position Level** : Salary Band K
2. **Salary** : \$66,493.04 - \$84,699.48
2. **Duty Station** : Suva, limited travel to other divisions or districts may be required
3. **Reporting Responsibilities:**
 - a) **Reports to** : Administrator General
 - b) **Liaises with** : Hon. Minister, Heads of Departments, Ministry staff, Government Agencies, Statutory bodies, 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

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. This includes overseeing and supervising the staff of the Registrar of Companies office while fulfilling the associated 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 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 contributes 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 priority strategic and business objectives of the Registrar of Companies office is aligned with the Ministry Strategic Plan and meeting all agreed requirements and timeframes;
2. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives;
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvements; and
4. Effective and timely management of staff performance, resources and compliance with operational requirements to enable successful delivery of quality and timely outputs identifies in individual work plans and operational plans.

PERSON SPECIFICATION

The applicant must possess a Masters or Postgraduate degree in Law together with the following Knowledge, Experience, Skills and Abilities to successfully undertake this role.

A Bachelor Degree in Law with at least 8 years of relevant work experience will be considered in lieu of a Masters.

KNOWLEDGE AND EXPERIENCE

1. At least 12 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 and Credit Unions Act 1954 and Friendly Societies Act 1874;
2. At least five (5) 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.