



## JOB DESCRIPTION

<b>Position Title :</b>	Inspector of Companies and Cooperative Societies
<b>Division/Section:</b>	Registries of Companies and Intellectual Properties
<b>Salary Grade:</b>	A8 \$17,344 - \$19,663pa
<b>Location:</b>	Ministry of Commerce, Industry & Labour
<b>Approved date of JD:</b>	9 <sup>th</sup> January 2017
<b>Position Code:</b>	CL002392
<b>Supervisor Code:</b>	CL002443

### Overview of the Ministry:

To support the Government's vision to lead and excel in the provision of quality service to foster economic growth for all.

To provide quality advisory service and develops pragmatic regulatory frameworks to facilitate the development of the private sector to stimulate investment, industry development, fair trade competition, create full employment of local workforce and highly qualified trades of people, generate more work opportunities, improve safe work environment, increase innovation and registry in Samoa.

### Purpose of the Position:

To ensure inspections of registered companies and cooperatives are carried out and to keep accurate records of all companies and cooperatives.

### **Key Relationships:**

**Responsible to:** The Assistant CEO/Deputy Registrar for Companies and Intellectual Properties through the Principal Officer of Companies

### **Key Responsibilities:**

#### **Key Responsibility 1: Carry out inspections to registered companies**

- Carry out inspections of registered companies and cooperative societies to ensure that these legal entities comply with that statutory requirements prescribed in the respective legislation.
- Prepare reports on inspection of registered companies and cooperative societies.

#### **Key Responsibility 2: Database update and reporting**

- Maintain and update database of registered companies and cooperative societies
- Prepare follow up letters on particular matters pertaining to certain companies and cooperative societies

- Retrieve files required for searches of companies and cooperative societies.

**Key Responsibility 3: Administration of Companies and Cooperative Societies**

- Carry out photocopies of documents required by companies and cooperative societies or other interested members of the public
- Carry out photocopies of documents required when legal action is taken against companies and cooperative societies
- Dispatch of notices and correspondences pertaining to the work of the division

**CORE COMPETENCIES / SELECTION CRITERIA**

The appointment of a member must be made on merit. The merit of a person in relation to a position in the Service must be assessed against the following four factors that are relevant to the selection criteria for the position.

**Job Competencies/Specifications**

MERIT	Job Competencies	Descriptors
SKILLS & ABILITIES	1. Problem Solving	1.1 Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules
	2. Communication	2.1 Confidently communicates in a clear, concise and articulate manner in both written and oral
	3. Report Writing	3.1 Possess excellent aptitude to conduct research, analytical and report writing
	4. Interpersonal Skills	4.1 Demonstrated ability to work individually or as part of a team with mature approach when dealing with people
	5. Computer literate	5.1 Aptitude in Microsoft Word, Excel, Powerpoint, Access and other relevant software applications.

<b>PERSONAL ATTRIBUTES</b>	<p>1. Commitment &amp; Drive</p> <p>2. Integrity and Honesty</p>	<p>1.1 Enthusiastic in implementing work plan for the success of the division</p> <p>1.2 Show patience and tolerance when necessary, but at the same time be firm and assertive when the situation arises</p> <p>2.1 Displays professionalism and provides impartial advise when needed</p> <p>2.2 Model and promote positive attitude of the Public Service and Labour Inspector Code of Conduct at all times</p>
<b>EXPERIENCE &amp; PAST WORK</b>	<p>1. Demonstrate knowledge in registration and assessing of applications</p> <p>2. Awareness of the registries of companies and cooperative societies</p>	<p>1.1 Worked with diverse people and basic understanding in assessing and registration of applications</p> <p>1.2 Knowledge and understanding of the registration of companies and cooperative societies</p>
<b>QUALIFICATIONS</b>	<p>1. Tertiary Qualification in Commerce or relevant discipline</p>	<p>1.1 Tertiary Qualification</p> <p>1.2 Short Term Trainings related to companies and cooperative societies</p>