JOB DESCRIPTION

Position Title:	Fair Trading Inspector
Division/Section:	Fair Trading, Codex Alimentarius, Consumer Protection & Metrology Division
Salary Grade:	A08 $17,344
Location:	Ministry of Commerce, Industry & Labour (Savaii Branch)
Approved date of JD:	11th May 2016
Position Code:	CL002486
Supervisor Code:	CL001790

Overview of the Ministry:

To support Governments vision to lead and excel in the provision of quality service to foster economic growth for all

To provide an enabling legal environment for the development of the private sector to stimulate investment, industry development to boost productivity, fair trade competition, create full employment of local workforce and highly qualified trades people, generate more work opportunities encompassing temporary movement of natural persons, improve safe work environment and increase innovation and integrity in Samoa.

Purpose of the Position:

Responsible for assisting the Fair Trading, Codex Alimentarius, Consumer Protection & Metrology team in Savaii in ensuring the achievement of outputs and deliverables of the Fair Trading Division mandate through the development and promotion of public awareness in fair commercial practices, consumer protection and price control

Key Relationships

Responsible to: The Assistant Chief Executive Officer of Fair Trading, Codex Alimentarius, Consumer Protection and Metrology Division through the Principal Fair Trading Officer in Savaii.

Key Responsibilities:

Key Responsibility 1: Administration of Fair Trading legislations.

- Advise consumers and traders of their rights and obligations under the Fair Trading Act and other legislations administered
- Advise on any misleading and deceptive business conduct that emerges in the market.
- Receive, record and report on complaints and enquiries on all Division matters

Key Responsibilities 2: Enforce Consumer Protection:

- Analyze, investigate and report on consumer complaints received; All complaints received are properly acknowledged, recorded, analyzed according to relevant section of the legislation and investigated if likely to breach legislation.
- Inspect and report on compliance rate of the commerce sector with price orders in force and all other legislative requirements and obligations

Key Responsibilities 3: Prepare General Price Orders & Servicing the Prices Board

- Draft reports on inspections and present them to the Prices Board for information and distribute the approved Prices Orders throughout Samoa.
- Analyse and verify company applications requesting price variations; Check the accuracy of supporting documentations from manufacturers on prices of raw materials and accurately calculate the required increase of prices for Prices Board deliberation
- Analyse and verify costing from Importers and wholesalers and review prices of Goods under the price control for Prices Board meetings
- Assist in servicing Prices Board

Key responsibilities 4: Coordination of Awareness Program for Consumers & Traders

- Assist superiors in coordination of awareness program to increase knowledge and awareness of traders and consumers with their rights and obligations under Fair Trading legislations.
- Assist with preparations for the Commemoration of the World Consumer Rights Day every year

Core Competencies/Selection Criteria
Personal Attributes **1) Values and Ethics** ▪ Role Model of PSC Values and demonstrate excellent work ethics ▪ Accountable for own actions and decisions ▪ Must have a "*Can Do Attitude*" **2) Commitment and Personal Drive** ▪ Ability to work as team player and must be a fast learner ▪ Supports the strategic direction of the Division and Ministry **3) Judgment** ▪ Shows good judgment and common sense ▪ Clearly and confidently provide sound , honest and timely information based **on facts for decision making** **4) Diligence** ▪ Identifies and utilizes resources wisely ▪ Punctual to work and all events expected to attend
Skills and Abilities **Planning** ▪ Demonstrated ability to plan work activities in accordance with divisional and management plans **Communication** ▪ Communications and interpersonal skills with the ability to speak and write in English and Samoan fluently **Analytical and Research**

- Shows excellent analytical and research skills to provide sound advice to team and management
- Ability to make rational decision in the absence of the Principal and ACEO
- Ability to inspect, investigate and report on unfair trade practices in breach of fair trading policies
- Shows excellent skills in maintaining and updating database of existing traders in the market

Policy Formulation

- Policy Formulation Skills

Management

- Able to manage and prioritize workload to prevent last minute preparation and stress
- Capable of balancing personal, social and work responsibilities

Experience and Past Work Performance (Knowledge)

- Knowledge of all legislations administered by the FTCD
- Experience in resolving cases using mediation and tripartite discussion
- Knowledge and skills of fair commercial practices

Qualification (Academic/Training)

- Tertiary Qualification in Commerce or relevant discipline from a recognized University

Preference: It is preferred for this person to reside in Savaii

Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry MCIL	*Section* FTCACPMD	*Location* SALELOLOGA, SAVAII	
Position Code CL002486	*Title* Fair Trading Inspector (Savaii Branch)	*Supervisor Position Code* CL001790	
		Salary Grade A08	*Salary Rate* $17,344

Section 2: Personal Details

First Name:	*Last Name:*	*Other Names:*
Gender:	*Date of Birth:*	*NPF No:*
Marital Status:	*Physical Address (1):*	*Physical Address (2):*
Post Code:	*Phone No (1):*	*Phone No (2):*
e-Mail:	*Facimile:*	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

Employer's Name	*Date*	*Duration*
Position Title	*Number of Staff reporting to you*	
Main Responsibilities		

Next previous position

Employer's Name	*Date*	*Duration*
Position Title	*Number of Staff reporting to you*	
Main Responsibilities		

Next previous position

Employer's Name	*Date*	*Duration*
Position Title	*Number of Staff reporting to you*	
Main Responsibilities		

Next previous position

Employer's Name	*Date*	*Duration*
Position Title	*Number of Staff reporting to you*	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's reponsibility to:
1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.
Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS (Job Competencies)

1. Skills and Abilities (refer to JD for full details)
Planning, Communication, Policy Formulation, Management Analytical and Research
2. Personal Attributes (refer to JD for full details)
Values and Ethics, Commitment, Personal Drive, Judgement, Diligence
3. Experience and Past Work Performance (refer to JD for full details)
Knowledge of all legislations administered by the FTCD Experience in resolving cases using mediation knowledge and skills of fair commercial practices
4. Qualifications (refer to JD for full details)
Tertiary Qualification in Commerce or relevant discipline from a recognized University

Section 7: Computer Literacy

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

Main Applications		*Other Systems*	
Word processing (Word)		*Database Management (Access)*	
Spreadsheets (Excel)		*Other (specify)*	
Presentation PowerPoint		*Other (specify)*	
E-mail		*Other (specify)*	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills	**Indicate your mother tongue by ticking a box below**		**Speak**	**Read**	**Write**
CODE	*Samoan*				
1. Limited conversation, reading of newspapers, routine correspondence	*English*				
2. Engage freely in discussions, read write more difficult materi	*Other (specify)*				
3. Speak, read and write (nearly) as well as mother tongue.					

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)	**No**	**Yes**

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	**Designation**	**Address/Contact Numbers**
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an inidvidual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)	**No**	**Yes**

If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date

Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details *– please provide the details of the vacancy you are applying for:*

Ministry/Office: MCIL

Position Title: Fair Trading Inspector (Savaii Branch)

Position Code: CL002486

Demographics *– please tick the appropriate box:*

Gender ☐ Female ☐ Male

Nationality ☐ Other ☐ Other (please specify)

Current Employment Status *– please tick the appropriate box that describes your current employment status*

☐ Internal (Same Ministry)
☐ Other Public Service/Government Ministries/Office
☐ Employed in SOE/Public Bodies
☐ Employed in Private Sector
☐ NGOs
☐ Not Employed
☐ Self Employed
☐ Studying
☐ Overseas

Finding out about the vacancy *– please tick the appropriate box to show how you found out about this vacancy?*

☐ PSC Website
☐ Ministry Wesite (please specify)
☐ Local Paper (please specify)
☐ PSC/Ministry Noticeboard (please specify)
☐ Word of mouth/Friends/Family Member
☐ Other (please specify)

☐ Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title: Fair Trading Inspector (Savaii Branch)

Position Code: CL002486

Name:

Date Received

Email/Postal Address