



# MINISTRY OF LOCAL GOVERNMENT

*“Excellence in urban and environment management for a Prosperous Fiji”*

## Chief Executive Officers – Fijian Municipal Councils

The Ministry of Local Government invites suitability qualified and eligible applications for the following position of Chief Executive Officers for:

- (1) Suva City Council
- (2) Lautoka City Council
- (3) Nasinu Town Council
- (4) Labasa Town Council
- (5) Savusavu Town Council; and
- (6) Nadi Town Council
- (7) Tavua Town Council
- (8) Rakiraki Town Council
- (9) Nausori Town Council
- (10) Sigatoka Town Council
- (11) Levuka Town Council
- (12) Ba Town Council

This is an exciting opportunity for an **ambitious, driven and creative candidate** who wants to enhance his/her career in Local Government.

The Chief Executive Officer is responsible for providing strategic guidance and strong operational leadership to ensure the effective delivery of Council programs and projects. This position will also maintain and strengthen partnerships with a diverse range of stakeholders to further Council's objectives.

### POSITION PURPOSE

This position will report directly to the Special Administrator(s) and the person will deliver high quality leadership in municipal administration, and promote organisational commitment to the following areas:

- Excellence in community engagement and stakeholder relations;
- Workforce planning and development with emphasis on strengthening capacity of the local workforce;
- Corporate and operational planning, policy development and review, and risk management;
- Developing and monitoring departmental budgets, progressing successful audits;
- Business case development, project planning and delivery, securing grant funding;
- Build and grow the economy and prosperity of the communities living within the boundaries of the respective City and Town Councils.
- Major reform of customer service, records management and ICT services; and
- Maintaining Council's assets.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Overall supervision and management of the organization including planning, coordinating resource needs, budgeting, human capital investment and development of staff for the efficient administration of the department;
2. Develop the Business Plan, 5-Year Strategic Plan 2019-2024 and its corresponding implementation Plan in line with the 5-Year National Development Plan 2017-2021, in consultation with the Special Administrator(s)
3. Ensure that mandatory progress reports to the Permanent Secretary are submitted within the specified timeframe.
4. Ensure that capital projects and programs are implemented within the specified timelines and budget allocations.

5. Provide policy advice to the overall decision making process of Council and private sector with respect to urban management of the respective Municipal Council.
6. Actively contribute to all corporate requirements of the Council, including planning, budgeting and human resource activities where required.
7. Ensure and implement an efficient approval system for business licences, restaurant hygiene and standards within their respective jurisdiction in the support of the private sector.
8. Ensure that the services to ratepayers are provided and maintained at all times and with a high standard.

### PERSON SPECIFICATION

- The person should hold a tertiary qualification(s) in a relevant field (e.g. Business, Accounting, Engineering, Law)
- The successful candidate should have experience either at CEO level, or at an Executive leadership level looking to step into a CEO role. This will bring expertise in a broad range of contemporary leadership skills, from development of people and culture to information systems, financial management and business case development. An existing understanding of corporate business environments, including the ability to read and interpret legal documents and operate in an environment governed by various legislation, is essential.
- A strategic thinker, who can take calculated risks to achieve positive outcomes for Council projects and to secure Council's financial stability.
- An excellent communicator with resilience, calmness under pressure, and integrity to successfully navigate a range of internal and external stakeholders.
- Must be of impeccable integrity, be physically fit and in sound health, with a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

Although not essential, the following will be highly regarded:

- Sound knowledge of local government processes and quality management frameworks
- Experience in local government

Most importantly, the person should be passionate about delivering high level services in a challenging environment.

**REMUNERATION:** Salary will be commensurate with qualifications and experience (to be discussed during the interview). This is a contractual position with an initial three years period.

The Ministry of Local Government is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicants.

All Applications to include recent Curriculum Vitae [CV] and certified References to be addressed to:

**The Permanent Secretary for Local Government,  
4 Gladstone Road, Fiji Football Union Building, Suva or  
P.O. Box 2131, Government Buildings, Suva. Or email [reijieli.sivo@govnet.gov.fj](mailto:reijieli.sivo@govnet.gov.fj)**

**CLOSING DATE OF ADVERTISEMENT: Monday the 25th of March before 3p.m Fiji Time.**