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## Position Description

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Vacancy Title: **Chief Executive Officer (Suva City, Nausori, Nasinu)**

Location:

Reports To: **None**

### Objective

The CEO is accountable to the Chair of Special Administrators for achieving results based on annually reviewed KPIs. Key responsibilities include developing and implementing the Council's 5-Year Strategic Plan aligned with the National Development Plan, ensuring a results-driven, community-focused approach, and driving environmental sustainability initiatives. The CEO oversees all Council projects and programmes, establishes efficient systems, modernizes ICT, builds strong partnerships, leads civic engagement, ensures timely financial planning and reporting, secures funding, fosters a high-performance culture, ensures compliance with legal standards, and positions the Municipal Council as a key enabler of economic growth by supporting local businesses, attracting investments, and promoting innovation and sustainable industries.

### Outcomes

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#### Capital Stakeholders (Owners)

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##### 1. A strategically focussed organisation

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- Driving the strategic plan
    - The Council's 5-Year Strategic Plan (2025–2029) is developed and implemented in alignment with the National Development Plan.
    - Commercial viability managed - current and future
    - A results-driven, community-focused approach to service delivery is ensured.
  - Initiatives promoting environmental sustainability, including waste management and green infrastructure, are driven.
  - Maintain sector involvement
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#### Organisational Stakeholders

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##### 1. Organisation Represented

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- Strong partnerships with government, private sector, and community organisations are built.
  - Civic engagement initiatives are led to strengthen public trust and participation.
  - Promote and deliver papers, technical advice, support and policy input to stakeholders and interested parties
  - Collect, analyse and disseminate information
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##### 2. Economic Growth and Development

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- The Municipal Council is positioned as a key enabler of economic growth by fostering local businesses, attracting investments, and creating a conducive environment for entrepreneurship.
  - Strategies to stimulate economic activities within the municipality, including support for SMEs and facilitating public-private partnerships, are developed and implemented.
  - Opportunities for innovation, tourism, and sustainable industries to enhance local economic resilience are identified and promoted.
  - Collaboration with national agencies and stakeholders to align municipal economic objectives with broader national development goals is ensured.
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##### 3. Operational Excellence Ensured

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- The planning, implementation, and evaluation of all Council projects and programmes are overseen.
  - Efficient systems for licensing, hygiene standards, and customer service reforms are established.
  - ICT systems are modernized to enhance operational efficiency and transparency.
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##### 4. Financial Management

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- Budgets and financial plans are developed timely, with accurate reporting and audits ensured.
  - Grant funding is secured, and partnerships are fostered to boost municipal resources.
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##### 5. Workforce Development

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- A high-performance culture is fostered through workforce planning, capacity building, and staff development.
  - Staff alignment with organisational goals and values is ensured.
  - Employees are provided with ongoing training and development programs to enhance their skills and stay updated with industry trends.
  - A system is in place to recognise and reward employees' achievements and contributions, promoting motivation and job satisfaction.
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##### 6. Governance and Compliance

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- Adherence to legal, regulatory, and quality management standards is ensured.
- A risk management framework for Council operations is established.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Masters	Business Administration, Engineering,	Candidates with additional qualifications or certifications in leadership, municipal management, or sustainability are highly preferred.
Degree	Management/Planning/Policy, Public Administration, Urban & Regional Planning	

## Work Knowledge and Experience

A minimum of 5 years of proven experience as a CEO, or in an equivalent senior executive leadership role, managing large-scale, multidisciplinary organisations.

Experience in municipal governance, public administration, or infrastructure management will be an advantage.

Proven experience in strategic planning and implementing transformative initiatives.

Demonstrated ability to oversee complex projects, including financial, human, and physical resource management.

Extensive experience in engaging with stakeholders, including navigating government, private sector, and community partnerships.

Strong background in managing financial aspects, including budget preparation, monitoring, and ensuring successful audits.

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Ministry	
<b>External</b>		

Type	Interaction	Comments
	Community	
	Statutory Authorities	
	Taxation Authority	
	Government Agencies	
	Private Sector	

## Attributes

### Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

**Closing Date: 14 Feb 2025**