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## Position Description

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Vacancy Title: **Chief Executive Officer**

Location:

Reports To: **None**

### Objective

The Chief Executive Officer provided strategic leadership and executive management of Nasinu Town Council to ensure the delivery of efficient, sustainable and customer-focused municipal services to the people of Nasinu. The role ensured Council's strategic priorities, resolutions and policies were translated into measurable operational outcomes while maintaining full compliance with applicable legislation, regulations and Ministry of Local Government requirements. The Chief Executive Officer directed organisational planning, financial sustainability, service delivery performance and resource stewardship to support the Council's mandate and long-term development objectives. The position led and strengthened organisational capability across all departments through effective governance, workforce leadership and performance management practices, while ensuring responsible management of public funds, infrastructure and community assets. The role represented Nasinu Town Council in engagement with government agencies, statutory bodies, development partners, businesses and residents to build confidence, strengthen partnerships and respond to community priorities. The Chief Executive Officer also ensured risks were proactively managed, accountability and transparency were upheld, and innovation and continuous improvement were embedded across Council operations to support sustainable municipal growth and improved community outcomes.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Strategic Leadership

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- Long term strategic plans aligned to national local government priorities were developed and approved.
  - Council policies and programmes were translated into funded operational plans.
  - Clear strategic direction was set for all departments.
  - Council was advised on governance, statutory obligations, and strategic risks.
  - Strategic priorities were reviewed annually and adjusted where required.
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##### 2. Administrative & Operational Management

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- All municipal departments were coordinated to deliver services consistently.
  - Annual business plans and operational work plans were consolidated and monitored.
  - Council resolutions were implemented within approved timeframes.
  - Cross departmental dependencies were managed to avoid service disruption.
  - Service delivery performance issues were escalated and addressed promptly.
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##### 3. Financial Management

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- Annual budgets were prepared, approved, and controlled within allocated limits.
  - Expenditure was monitored to ensure alignment with council priorities.
  - Revenue collection performance was overseen and corrective action taken where required.
  - Statutory financial reporting obligations were met on schedule.
  - Audit findings were actioned and tracked to closure.
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##### 4. Human Resource Management

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- Leadership direction was provided to senior managers and officers.
  - Performance management systems were implemented and enforced.
  - Workforce capability gaps were identified and addressed through training plans.
  - Disciplinary and grievance matters were managed in line with legislation.
  - Compliance with employment laws and council HR policies was maintained.
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##### 5. Stakeholder & Community Engagement

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- Council interests were represented with ministries, statutory bodies, and partners.
  - Engagement with residents and businesses was coordinated to support transparency.
  - Community complaints and concerns were monitored and addressed.
  - Public communication supported trust and confidence in council decisions.
  - Stakeholder relationships were maintained to support service delivery outcomes.
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##### 6. Compliance & Risk Management

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- Legislative compliance across all council operations was enforced.
- Operational, financial, and governance risks were identified and documented.
- Risk mitigation strategies were implemented and reviewed.
- Environmental, safety, and public health obligations were upheld.
- Non compliance issues were escalated and corrected.

## 7. Monitoring & Evaluation

- Departmental performance against KPIs was reviewed quarterly.
- Strategic objective progress was tracked and reported to council.
- Underperformance was identified and corrective action initiated.
- Performance reports supported informed council decision making.
- Continuous improvement actions were monitored for effectiveness.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Public Administration or similar	Bachelor’s Degree in Public Administration, Business Management, Public Policy, Urban Planning, Engineering, Law, or a related discipline.
<b>Desirable</b>		
Masters Degree	Public Administration or similar, Business Management or Business Administration or related fields	Master’s Degree in a relevant field will be an advantage.

## Work Knowledge and Experience

- Proven experience in a Chief Executive Officer or equivalent executive leadership role managing large-scale, multidisciplinary operations.
- Senior management experience within local government, public administration, statutory bodies, or a comparable executive environment.
- Demonstrated experience in strategic planning, organisational leadership, and implementation of transformational initiatives.
- Experience overseeing financial sustainability, resource management, budgeting, and organisational performance.
- Proven capability in governance, regulatory compliance, risk management, and policy implementation.
- Experience managing stakeholder relationships across government agencies, communities, private sector organisations, and external partners.
- Demonstrated ability to lead customer-focused service delivery, workforce capability development, and operational improvement initiatives.

## Requirements

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All municipal departments	
	Chief Operating Officer	Aligns day to day operations with council strategy. Monitors service delivery performance.
	Chief Finance Officer / Finance Manager: Receive instructions, submit reports, and discuss variances or process improvements.	
	All employees	
<b>External</b>		
	Legal Counsel and Courts, Community Leaders and Ratepayers, Developers and Investors	
	Local Government Authorities and Municipal Councils	
	Ratepayers and Residents of Nasinu Town	
	Public Transport Operators and Service Providers	
	Sporting, Recreational, and Cultural Organisations	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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.

### Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 22 Jun 2026