



SUVA CITY COUNCIL

VACANCY

The Suva City Council is seeking to recruit dynamic, resourceful and performance oriented persons for the following vacant position in the Health Services Department.

1) SENIOR HEALTH INSPECTOR (SANITATION) – (Re-advertised)

The Senior Health Inspector provides leadership role and coordinates the Environmental Health Officers daily work flow ensuring the delivery of environmental health services in accordance with best practice, legislation and Council policies. Ensures the expected outcomes are coordinated with Council's strategic, business and corporate plans. Works in close consultation with the Director Health Services (HOD) to ensure compliance with relevant legislation, address community needs, mentor and support team members, resolve complex issues, provide expert technical advice, review internal policies and procedures, and undertakes reviews to provide quality environmental health services.

The position is based at the Council's Health Services Department, Civic Administration building and reports to Director Health Services.

Duties and Key Responsibilities:

- Planning, management of the Health Services Department Sanitation Section in achieving a clean and healthy City environment.
- Provide environmental health services that enhance and protects the health and wellbeing of the City community. Conduct systematic and regular inspections of all food establishment and food processing factories including annual licensing and investigate food related customer complaints.
- To ensure that all field inspectorate staffs effectively enforce compliance of the Provisions of the Public Health Act & Regulations Cap 111, Food Safety Act 2003 & Regulations 2009, Local Government Act & By-Laws, Litter Act 2008, etc.
- To investigate and effectively control outbreak of any vector borne, food-borne and water-borne disease in the City community.
- Coordination of legal action with council Solicitor including preparing court documentation such as statements, court attendance notices, and briefs of evidence and give evidence in court when required.
- Process development applications (buildings & subdivision) including Environmental Impact Assessment Reports

Qualifications and Experience:

Applicants must possess a Bachelor's Degree in Environmental Health or equivalent from a recognized tertiary institution and be a member of a professional institute in the field of Environmental Health with at least ten (10) years' experience in a similar position including management experience with good supervisory role. Strong communication and public relations skills, report writing, problem solving and leadership skills to support correct decision-making is essential.

Applicants must be an appointed Authorized Officers under the Food Safety Act 2003, have good knowledge of Public and Environmental Health legislations, Local Government Act & By-law and be computer literate.

Knowledge of other languages apart from English would be desirable. A valid Group 2 driving license is mandatory.

Salary Range

A competitive remuneration package will be offered to the successful applicant in the range of **Grade 8** of the **Council's salary scale - \$50,380 - \$60,456 per annum** with other normal benefits as applicable to this senior position. The position is offered on a three (3) year contract that will be reviewed annually.

Written applications for the above positions **must include certified copies** of educational qualifications, work experience and a detailed curriculum vitae, references, with names of two (2) persons as referees should be forwarded to the Acting Chief Executive Officer, Suva City Council, PO Box 176, Suva or send it by e-mail at **hr_recruits@scc.org.fj** no later than **4.15pm on Friday 23rd March 2018**.

Asaeli Tokalau
Director Administration & Operations.
For Acting Chief Executive Officer
