SUVA CITY COUNCIL

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>JOB DETAILS / CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>POSITION TITLE</td>
<td>Market Manager</td>
</tr>
<tr>
<td>2.</td>
<td>DEPARTMENT</td>
<td>Administration and Operations Department</td>
</tr>
<tr>
<td>3.</td>
<td>LOCATION</td>
<td>Suva Market</td>
</tr>
<tr>
<td>4.</td>
<td>Salary Category</td>
<td>Grade 6</td>
</tr>
<tr>
<td>5.</td>
<td>REPORTING TO</td>
<td>Administrative Officer</td>
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<tr>
<td>6.</td>
<td>DIRECT SUB-ORDINATES</td>
<td>• Market Supervisor</td>
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<td></td>
<td></td>
<td>• Market Senior Attendants</td>
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<td></td>
<td></td>
<td>• Market Attendants</td>
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<td></td>
<td></td>
<td>• Car park Attendants</td>
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<tr>
<td></td>
<td></td>
<td>• Market Security &amp; Watchmen</td>
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<tr>
<td>7.</td>
<td>TOTAL STAFF MANAGED</td>
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<tr>
<td></td>
<td>Establish staff</td>
<td>• 1 staff directly; 13 staff indirectly;</td>
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<tr>
<td></td>
<td>Unestablished</td>
<td>• 23 unestablished</td>
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<td>8.</td>
<td>OVERALL PURPOSE</td>
<td>To run and manage the Suva Municipal Market, Taxi Stand,</td>
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<tr>
<td></td>
<td></td>
<td>Bus Stand and Bus Stand</td>
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<tr>
<td>9.</td>
<td>INTERNAL RELATIONSHIPS</td>
<td>• Director Admin /Operation</td>
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<tr>
<td></td>
<td></td>
<td>• Administrative Officer</td>
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<tr>
<td></td>
<td></td>
<td>• City Lawyer/ Enforcement Officers</td>
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<td></td>
<td></td>
<td>• Director Health</td>
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<td></td>
<td></td>
<td>• Director Engineering- Works Manager</td>
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<td>• Property Officer</td>
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<td></td>
<td></td>
<td>• Maintenance &amp; Construction Supervisor</td>
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<td></td>
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<td>• Assistant Financial Controller</td>
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<td>• Internal Auditor</td>
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<td>10.</td>
<td>EXTERNAL RELATIONSHIPS</td>
<td>• Cleaning Contractors</td>
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<tr>
<td></td>
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<td>• Security Firms</td>
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<tr>
<td></td>
<td></td>
<td>• Market Vendors</td>
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<td></td>
<td></td>
<td>• Carrier Operators</td>
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<td></td>
<td></td>
<td>• Bus Operators</td>
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<td></td>
<td></td>
<td>• Members of the Public</td>
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<td></td>
<td></td>
<td>• Police Officers</td>
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<td></td>
<td></td>
<td>• Public Health Inspectors (Ministry of Health)</td>
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<td></td>
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<td>• Agricultural officers</td>
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| 11. MAIN DUTIES / RESPONSIBILITIES | • Wholesalers of large quantity of goods

1. To see that stall holders pay for their stalls
2. To see that market By-Laws are followed
3. Ensure that Market is kept clean at all times
4. Ensure that all Market staff/employees perform well in their day- to- day duties
5. Ensure that Rules and regulations at the Taxi, Bus, Carrier Stands are followed at all times
6. To see that the budget for the Market is achieved
7. Maintain good relationship between Council staff, vendors and public at all times

PERIODIC RESPONSIBILITIES:
• To issue appropriate notices as directed to vendors/occupants who are in breach of Market/ Carpark/ Taxi Stand/ Bus Station By-Laws

12. MAJOR CHALLENGES | • Dealing with rural vendor in relation to compliance of market-by-laws.

13. COMPLEXITY | • Works activities are routine as guided by council market- by laws and local Govt Act.

14. NATURE OF DECISIONS | • Gives ‘final approval’ in allocation of market stalls
• Gives the ‘final approval’ in the timeline issued for payment of stalls as guided by council market- by laws and local Govt Act.

15. SIGNIFICANT RESOURCES CONTROLLED | Assisting AO and DAO for revenue collection of $791,800 and expenditure of $265,250

16. WORKING CONDITIONS/ PHYSICAL EFFORT | Required to work in adverse weather conditions

17. ESSENTIAL QUALIFICATIONS AND TRAINING SKILLS | A Bachelor’s Degree in Business Studies from a recognized tertiary institution or a related field
Good Public Administration skills
Good public relations skills

18. MINIMUM ESSENTIAL KNOWLEDGE AND EXPERIENCE | • 7 to 8 years’ experience in a similar role
• Must be capable of making quality decisions
• Completion of a High school
• Good communication skills in all major languages
• Must be an ethical and honest person
• Should be well versed an understand at least two major languages
• Must be physically fit
<table>
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<tr>
<th>APPROVED BY</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Employee</td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>HOD</td>
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Date updated: 16/07/2019