



BA TOWN COUNCIL

MARKET MANAGER ROLE DESCRIPTION

MUNICIPAL COUNCIL

ABOUT THE JOB

Job Title	Market Manager
Contract duration	Three (3) years
Reports to	Head of Services

ABOUT BA TOWN COUNCIL

Our Vision

To enhance business and community development in Ba District through social, economic, sustainable and Green methods.

Our Mission

- To deliver the statutory responsibilities of the local government.
- To facilitate access to a healthy and green environment.
- To promote health, welfare and convenience of the people of Ba.
- Provide a well maintained range of Community leisure and recreation facilities for the enjoyment of the Community.
- To promote more investments and developments for the district and create employment opportunities.
- To work hand in hand with business house to further develop business in Ba
- To improve infrastructure and amenities in Ba Town.
- To create disaster resilient community

Values

Ba Town Council's work will be governed in accordance with the Local Government Act and other related Acts and Regulations, Council will take respective actions to ensure that the Council is in line with the Central Government.

Furthermore, council will implement and enforce relevant Local Government and Town Planning Legislations and by-laws to enhance business and community development which confines to Social, Economic, Sustainable and Green method growth.

THE POSITION

Ba Town Council invites suitably qualified and eligible applications for Market Manager for the Ba Municipality.

Market Manager will work under the direction of Head of Services, will directly oversee the operation and management of the Ba Municipal Market and Ba's Satellite Markets, including Fish Market, Nailaga Market and any other upcoming markets.

The position will report directly to the Head of Services of Ba Town Council.

KEY RESPONSIBILITIES

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

- Daily operation and management of Ba Municipal and Satellite Markets;
- Preparation of the budget; forecasts and strategic plan for Market department;
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations;
- Management of leases of all market tenants;
- Negotiating with tenants, businesses, service providers, regulatory authorities and other stakeholders;
- Ensures close coordination with Market Vendors Association, Police Force and Other government departments;
- Ensuring that all tenants adhere to the Market rules and regulation, as well as Council By-Laws;
- Introducing and implementing innovations that will create greater excitement, activity and traffic movement into the Market Centres;
- Implement new internal market layout categorizing the seafood, floriculture, fresh fruits, vegetables and crops, retail kiosk, youth farmers, livestock, etc.;
- Ensure the market is clean and attractive to complement the quality of fresh produce to be sold;
- Ensuring that all market operations support the Council's commitment to the achievement of the Sustainable Development Goals and a cleaner, healthier Market.

PERSON SPECIFICATION

- 2-3 years of managerial or supervisory experience that would have provided the opportunity to develop the required skills, knowledge and abilities.
- An excellent communicator with resilience, maintain 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.

EDUCATION & TRAINING:

Diploma in Business Management, Accounting, Finance, Property Management or close related field.

Skills and Abilities

Ability to:

- Develop and implement policies, procedures and internal controls;
- Develop budgets, forecasts and plan for the future;
- Analyse problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals;
- Manage resources within budget and policy parameters;
- Plan, organize, direct and supervise the work professional, market staff and workers;
- Delegate authority and responsibility effectively;
- Establish and maintain cooperative working relationships with elective officials; administration, other employees, tenants and the general public;
- Present ideas effectively orally and in writing;
- Prepare a variety of complex and comprehensive reports and documents;
- Prepare speeches, articles and letters for publications;
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.

YOUR APPLICATION

To ensure that your application is given due consideration, we request that you submit the following as your application:

- ☐ Your completed Application Form; (attached)
- ☐ A covering letter (no longer than 2 pages) outlining how you meet the knowledge, skills and abilities outlined in the Job Description
- ☐ A full curriculum vitae, which should be no more than 4-6 pages in length and which includes the names of two referees.

Please email the Application Form, your Covering Letter and Curriculum Vitae to **Ms. Priya Singh** on priyas@batowncouncil.com.fj by **3.00pm, 15 October 2021**.