

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Labour Inspector	
<b>Band and Salary:</b>	T1 – T3	\$15,448 to \$29,287
<b>Ministry and Department:</b>	Foreign Affairs, Labour, and Trade	Labour
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Labour Officer	

## **JOB PURPOSE:**

As a Labour Inspector, your primary responsibility is to ensure compliance with Labour and Employment Relations Act 2017 within various workplaces. You will be tasked with inspecting workplaces to assess whether they adhere to national labor standards, including but not limited to working conditions, wages, hours of work, and employee rights.

## **KEY RESPONSIBILITIES:**

1. Conducting Inspections
2. Investigate Complaints
3. Provide Guidance and education
4. Enforcing Regulations
5. Documentation and reporting
6. Staying Updated

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Perform routine inspections of workplaces to ensure compliance with labor laws and regulations.
- 1.2 This includes assessing working conditions, safety standards, wages, hours of work, and adherence to employment contracts.
- 2.1 Investigate complaints filed by employees or other relevant stakeholders regarding labor law violations.
- 2.2 Conduct thorough investigations, gather evidence, and document findings to determine appropriate actions.
- 3.1 Educate employers and employees about labor laws, regulations, and best practices.

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- 3.2 Offer guidance on compliance requirements and help resolve any misunderstandings or disputes related to labor standards.
- 4.1 Take appropriate enforcement actions against employers found to be in violation of labor laws. This may involve issuing warnings, fines, penalties, or recommending legal actions as necessary.
- 4.2 Coordinate with other government agencies, such as occupational safety and health administrations, and law enforcement agencies, to ensure effective enforcement of labor laws and regulations.
- 5.1 Keep abreast of changes in labor laws, regulations, and industry standards. Attend training sessions, workshops, and seminars to enhance knowledge and skills related to labor inspection and enforcement.

## MANDATORY REQUIREMENTS:

### Qualification/Experience:

Bachelor's degree in a relevant field such as labor relations, human resources, law, or a related field; OR

Certificate in relevant fields with three years working experience in labor inspection, law enforcement, compliance, or a related field.

### Skills and Knowledge:

In-depth knowledge of labor laws, regulations, and employment standards.

Strong analytical and investigative skills with attention to detail.

Excellent communication and interpersonal abilities, with the capacity to interact effectively with employers, employees, and government officials.

Ability to work independently, prioritize tasks, and handle sensitive information with confidentiality.

Proficiency in using computer software for documentation and reporting purposes.

## IMPORTANT NOTICE

### Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*