

## JOB DESCRIPTION

### OSC 05/2024: COMPLIANCE OFFICER

#### CORPORATE INFORMATION

<b>Position Level:</b>	<b>Band F</b>
<b>Salary Range:</b>	<b>\$24,261.72</b>
<b>Duty Station:</b>	<b>Suva</b>
<b>Reporting Responsibilities:</b>	<ul style="list-style-type: none"> <li><b>a. Reports to the Commissioner</b></li> <li><b>b. Liaises with Commission Staff, other Government Agencies, Statutory Bodies, and Law Enforcement Agencies.</b></li> <li><b>c. Subordinates: Customer Service Officer, and Administration Officer</b></li> </ul>

#### POSITION PURPOSE

The primary purpose of this position is to assist the Commissioner in ensuring that all online platforms and services adhere to the regulations and guidelines set forth by the commission. This includes monitoring and enforcing compliance with laws related to online safety, such as protecting users from harmful content, preventing cyberbullying, and safeguarding personal information. The Compliance Officer plays a crucial role in upholding the integrity of online platforms and ensuring a safe environment for users. By conducting regular audits, investigations, and assessments, they are able to identify potential risks and violations that may compromise the safety of individuals online. Additionally, they work closely with other departments within the commission to develop strategies and initiatives aimed at achieving strategic objectives related to enhancing online safety.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- Conduct regular reviews of online content to ensure compliance with relevant laws and regulations.
- Monitor and respond to reports of inappropriate or illegal online content.
- Liaise with relevant authorities and agencies to coordinate efforts for online safety enforcement.
- Investigate and gather evidence for potential violations of online safety laws and regulations.
- Assist in the development of policies and guidelines for online safety compliance.
- Conduct regular training sessions for website owners and online service providers on their obligations under online safety laws and regulations.
- Maintain accurate records of all compliance activities, including investigations and resolutions.
- Stay updated on relevant laws and regulations pertaining to online safety.
- Collaborate with other Compliance Officers and teams within the Online Safety Commission to share information and best practices.

- Prepare reports and recommendations for the Online Safety Commission on compliance activities and potential areas for improvement.

### **KEY PERFORMANCE INDICATOR**

- Monitoring and enforcing compliance with laws and regulations related to online safety, such as relevant laws and regulations.
- Track and analyse data on user complaints, violations, and enforcement actions to identify trends and areas for improvement.
- Measuring the effectiveness of training programs for employees on compliance policies and procedures is essential.
- Assessing the timeliness of response to reported incidents and the accuracy of investigations are important indicators of the officer's performance.
- Monitoring the number of reported incidents and how quickly they are resolved. This metric helps measure the officer's ability to identify and rectify potential risks and threats on online platforms.
- Ability to proactively identify potential risks before they escalate into serious issues. This proactive approach can help prevent online safety violations from occurring in the first place.
- Tracking the level of compliance with regulatory requirements and industry standards can gauge the effectiveness of policies and procedures implemented by the compliance officer.

### **PERSON SPECIFICATION**

The applicant should possess a Bachelor/Degree in business management, law or similar fields. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

- At least 3 years' experience working in similar field
- A deep understanding of relevant legislation pertaining to online safety. This includes laws related to Online Safety Act, Constitution of Fiji, and Cybercrime Act.
- Familiarity with industry best practices and emerging trends in online safety is crucial.
- Experience in regulatory compliance and enforcement is also necessary for this role
- Proven track record of ensuring organizations adhere to legal requirements and standards.

#### **Skills and Abilities**

- Capability to work under pressure.
- Demonstrated ability to work as a team and to follow instructions to meet tight deadlines.
- Excellent oral and written communication skills.
- Demonstrates ability to manage and motivate subordinate staff.
- Strong communication skills are essential in this role, as the officer must effectively communicate with various stakeholders, including government officials, internet service providers, and the general public.
- Attention to detail is paramount in ensuring that online safety regulations are being followed accurately.

- Problem-solving skills are vital in addressing any compliance issues that may arise.
- Must stay up-to-date on current legislation and be able to interpret and apply these laws effectively.

## PERSONAL CHARACTER

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

## SUBMISSION DETAILS

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

Applications stating the vacancy number can be submitted in one of the following ways and must be done by 4.00pm on Friday 16<sup>th</sup> August, 2024.

Application by*	Delivered to:
Email	careers@onlinesafetycommission.com
Post	'Vacancy Number' The Commissioner – Online Safety Commission G. P. O. Box 51 Government Buildings Suva
Hand Delivery	'Vacancy Number' The Commissioner – Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva

***Note: Late applications will not be accepted***

***\*Applicants are encouraged to submit their application via email.***