

	POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning (MFNP)		
2	Job Title: Assistant Economist of Project and Aid Management Division (PAMD)		
3	Band: M (\$15,120 - \$22,680)	Post Number: 6	Location: Nuku'alofa
4	Job Purpose - from Ministry Corporate Plan Outputs The Assistant Economist is to assist the Deputy CEO in the efficient and effective delivery of the outputs delegated to the Division in the Ministry's Corporate Plan.		
4.1	Ministry Corporate Plan Outputs delegated to the Division		
	08.03.02-01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard Technical skills are important for the delivery of many outputs, however, it is not possible for a poorly lead and managed ministry and divisions to deliver the quality of outputs required. This internal outputs covers the sub-outputs (many of them contributions to Ministry administrative documents) required for the effective management and operation of the division contributing to the success of the Ministry.		
4.2	08.3.03-02: Better platform for aid management, effectiveness and harmonization Stronger platform is required to facilitate and increase aid effectiveness , both grant and loan, for improved funding of projects and budget support to better align behind the TSDF and priorities of the Government, including the 2030 Agenda. This requires clear government policies on the use of aid and development assistance, a commitment from both GoT and development partners, and a willingness to meet regularly to agree priorities and program their assistance. Reporting on project progress and acquitting funds is required.		
4.3	08.3.03-03: Better project cycle system to formulate, appraise, approve, monitor and report on projects A strong project cycle system is required to ensure that appropriate projects are identified that address real needs and are consistent with TSDF and other government priorities. This needs good project formulation and design; assessing/appraising of the project proposal; clear process for obtaining government approval for the project and submission to a development partner; the recording of the project and their expenditure in government plans/budgets/reports and development partner programs; regularly tracking of the project status from conception to completing; and evaluating their results. This applies to all project whether they be funded from aid or domestic funds. Aid funded projects also have to be acquitted and final reports sent to the donor. Many projects have project steering committees to facilitate implementation which PAMD is also required to attend.		
5	Job Outputs	Performance Indicators	

5.1	<p><i>JD Outputs associated with CP Output:</i></p> <p>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</p>	
	<p><i>Planning: corporate and annual planning and budgeting, cash flow, procurement</i></p>	
	<ul style="list-style-type: none"> • Formulate individual work plan and plan of action. 	<ul style="list-style-type: none"> • Clear work plan based on the JD linked to AMP
	<ul style="list-style-type: none"> • Assist with the divisions draft contribution to the <i>Corporate Plan and Budget</i> 	<ul style="list-style-type: none"> • ratio of key dates met for delivery of these contributions • average number of days before key dates delivered for these planning contributions
	<ul style="list-style-type: none"> • Assist with the divisions draft contribution to the <i>AMP</i> with KPIs for the year 	<ul style="list-style-type: none"> • ratio of key dates met for delivery of AMP • average number of days before key dates delivered AMP
	<ul style="list-style-type: none"> • Assist with the divisions draft contribution to the <i>Ministry Asset Management Plan</i> 	<ul style="list-style-type: none"> • number of days before key date delivered <i>Annual Asset management plan</i>
	<ul style="list-style-type: none"> • Assist with the divisions draft contribution to the <i>Staff Development</i> 	<ul style="list-style-type: none"> • number of days before key date delivered <i>Staff Development</i>
	<ul style="list-style-type: none"> • Assist with the divisions draft contribution to the <i>Annual leave Plan</i> 	<ul style="list-style-type: none"> • number of days before key date delivered <i>Annual leave Plan</i>
	<ul style="list-style-type: none"> • Assist with the Development of Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in Division with clear numbering 	<ul style="list-style-type: none"> • Ratio of SOPs for Division identified in SOPs Framework: <ul style="list-style-type: none"> - with full SOPs (checked annually)
	<ul style="list-style-type: none"> • Assist with the development of the information Management Framework (base on MFD Framework), clearly identifying all types of records, data, documents and other information that the Division is responsible for collecting, producing and storing, with clear systems for their efficient storage and retrieval (includes file structure, database, paper files...) 	<ul style="list-style-type: none"> • information management framework drafted and signed off by all Divisional staff, at least once a year, that it covers all their information requirements

	Leading: communications with stakeholders, staff management and development	
	<ul style="list-style-type: none"> Assist with the development of the M & E for HoD & Divisional meetings 	<ul style="list-style-type: none"> develop a framework to keep track of the HOD meeting relevant issues as well as the divisional meetings
	<ul style="list-style-type: none"> Assist with the development and monitor hand over notes for staff on leave 	<ul style="list-style-type: none"> develop a framework to monitor hand over notes from staff away from work for over 1 week
	<ul style="list-style-type: none"> Assist to draft Monthly report on staff attendance, leave, travel and training 	<ul style="list-style-type: none"> develop monthly report and report
	<ul style="list-style-type: none"> Maintain the divisional internal calendar by month and update relevant stakeholder 	<ul style="list-style-type: none"> develop monthly report
5.2	<i>JD Outputs associated with CP Output:</i> 08.3.03-02: Better platform for aid management, effectiveness and harmonization	
	<ul style="list-style-type: none"> Assist to organise the Tonga and Development Partner Annual Forums 	<ul style="list-style-type: none"> Well organised, Tonga and Development Partner Annual Forums meeting with clear agenda, outputs and minutes
	<ul style="list-style-type: none"> Assist to organise the donor coordination Meetings with clear agenda, outputs and minutes eg. WB/ADB, MFAT.DFAT etc 	<ul style="list-style-type: none"> Well organized donor coordination meeting with clear agenda, outputs and minutes
	<ul style="list-style-type: none"> Assist to organise the Sector/Pillar Meetings with clear agenda, outputs and minutes 	<ul style="list-style-type: none"> Well organised, Sector/Pillar coordination meeting with clear agenda, outputs and minutes
	<ul style="list-style-type: none"> Maintain the Mission calendar by month and update relevant stakeholder 	<ul style="list-style-type: none"> develop monthly report
	<ul style="list-style-type: none"> Maintain the Project Steering Committee (PSC) calendar by month and update relevant stakeholder 	<ul style="list-style-type: none"> develop monthly report
	<ul style="list-style-type: none"> Maintain the audit calendar by month and update relevant stakeholder 	<ul style="list-style-type: none"> develop monthly report
5.3	<i>JD Outputs associated with CP Output:</i> 08.3.03-03: Better project cycle system to formulate, appraise, approve, monitor and report on projects	
	<ul style="list-style-type: none"> Assist to organize CDCC with clear agenda, outputs and minutes 	<ul style="list-style-type: none"> schedule CDCC for the whole year with clear process communicated to MDAs Well organized CDCC with clear agenda, outputs and minutes

	<ul style="list-style-type: none"> Assist to coordinate submissions to the CDCC from the division for tabling 	<ul style="list-style-type: none"> Assist the coordination for the submissions to CDCC Ensure the integration of CCDRM and Gender in to project proposals/planning, implementation and monitoring
6	Reports Directly to: Deputy CEO	
7	Qualification, Skills and Aptitudes	
7.1	Special Skills:	<ul style="list-style-type: none"> Good analytical skills. Good computer skills.
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> Good communication skills. Fluent in both Tongan and English languages (written and spoken).
7.3	Personal Attributes:	<ul style="list-style-type: none"> good work attitude and work well in a team environment highly motivated and proactive well organized and hardworking honest, with high integrity and loyalty loyalty to government strong consultation and interpersonal skills
7.4	Minimum Qualification & Work Experience	<p>Minimum qualification is a Diploma in Economics, Development Studies, and Project Management or in a relevant field from a recognized institution. The candidate must be fluent in oral and written Tongan and English and must be computer literate.</p>
8	CORE COMPETENCIES	

8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it Focuses on benefits and ways of overcoming obstacles.
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance

8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
<p>The salary for the position is at Band M of the salary structure for the Tonga Public Service with a minimum of TOP\$15,120 to a maximum TOP\$22,680 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.</p>		
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	

9.1	Assistant Economist	Name: Vacant Sign: Date :
9.2	Deputy CEO for Finance and National Planning –	Name: Natalia Palu Latu Sign: Date :
9.3	CEO for Finance & National Planning	Name: Balwyn Fa’otusia Sign: Date :