

<b>DRAFT POST DESCRIPTION</b>			
1	<b>Ministry/Department: Ministry of Finance</b>		
2	<b>Job Title:</b> Senior Economist (BCPD)		
3	<b>Band: J</b>	<b>Post Number: 1</b>	<b>Location:</b> Nuku'alofa
4	<p><b>Job Purpose - from Ministry Corporate Plan Outputs</b></p> <p>To be responsible and to assist with the analysis of the overall budget performance by:</p> <ul style="list-style-type: none"> <li>• Assist with the development and coordination of the overall Budget formulation process and the subsequent analysis of Budget implementation;</li> <li>• Assist with the review, assess and report on overall ministries' budget (revenue and expenditure) requests after ensuring it is in-line with priorities and within estimated budget;</li> <li>• Assist with the drafting of the Budget Strategy and Budget Guidelines, and coordinating submission to Cabinet, and the distribution of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and programme budget templates to each Ministry.</li> <li>• Assist with the review of the completed budget submissions to ensure it is in line with Government's medium and longer term objectives and priorities (under TSDF), the Budget Guidelines, and the fiscal and economic position and to ensure allocative efficiency achieved and provide recommendations to the HoD for consideration.</li> <li>• Assist with coordinating the process of preparation of the Programme Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee;</li> <li>• Assist with drafting end of year status report and assist with drafting the quarterly and mid-year status report based on reviews/analysis of MDAs' budget performance with recommendations on appropriate fiscal measures.</li> <li>• Assist with the assessment of the short, medium and long-term cash flow forecasts and raised with the HoD any critical issues identified for further discussion of way forward.</li> </ul>		
4.1	<b>Ministry Corporate Plan Outputs delegated to the Division</b>		
	<p><b>08.3.02-01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</b></p> <p>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.</p>		

4.2	<p><b>08.3.01-02 Better policy, systems and management for operations of integrated results based three-year medium term corporate plans and budgets</b></p> <p>The budget and corporate planning process is central to good management of government resources and improved efficiency within a sustainable fiscal environment. This requires better developed fiscal policies (lead by DFPD and supported by BCPD), clearer budget policy and systems with results based guidance and templates supported by a better managed process for the formulation of the integrated three-year medium term budget (covering all sources of funding) in balance with better articulated corporate plans by MDAs. These CPs are consistent with the TSDF and other priorities of Government including the 2030 Agenda, and abide by the requirements of the Constitution and related legislation.</p>	
4.3	<p><b>08.3.01-03: Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress</b></p> <p>Once a good system is in place, there needs to be strong more effective compilation of budgets and corporate plans, with improved monitoring, management and reporting on their status. This should help MDAs better design and implement their corporate plans and budgets, with regular monitoring of progress to better deliver the level of outputs agreed in their corporate plans consistent with the agreed budgets.</p>	
5	<b>Job Outputs</b>	<b>Performance Indicators</b>
5.1	<p><i>JD Outputs associated with CP Output:</i></p> <p><b>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</b></p>	
	<p><i>Planning: assist and coordinate the Division's contribution towards the Ministry's corporate and annual planning and budgeting, cash flow, procurement</i></p>	
	<ul style="list-style-type: none"> <li>• Divisions contribution to BCPD Corporate Plan and Budget</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of key dates met for delivery of these contributions</li> <li>• average number of days before key dates delivered for these planning contributions</li> </ul>
	<ul style="list-style-type: none"> <li>• Division's contribution to the Ministry's Stakeholder Communications Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Coms Strategy revised during the year</li> </ul>
	<ul style="list-style-type: none"> <li>• Division Draft Annual Management Plan and staff plans with SMART KPIs and M&amp;E built in</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> <li>• ratio of key dates met for delivery of AMP</li> <li>• average number of days before key dates delivered AMP</li> <li>• ratio of KPIs with clear mega data</li> </ul>
	<ul style="list-style-type: none"> <li>• Division's contribution to the Ministry's Annual Cash Flow Forecast</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> </ul>

	<ul style="list-style-type: none"> <li>• Division's contribution to the Ministry's Annual Procurement Plan</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> </ul>
	<ul style="list-style-type: none"> <li>• Division's contribution to the Ministry's Risk Management Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> </ul>
	<ul style="list-style-type: none"> <li>• Division's contribution to the Ministry's Staff Development Plans, taking account CP gap analysis, sPMS and related SOPs and other tests feeding into Training Needs Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> </ul>
<b>Organizing: contributes to the division of labour, divisional structure, procedures</b>		
	<ul style="list-style-type: none"> <li>• Draft Staff Responsibility Map with clear linked to the allocated responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft Divisional Structure for the Division with reporting roles consistent with Allocation of Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• date last reviewed Divisional Structure</li> <li>• average number of days before sending to the PE for comments</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft JD for all staff linked to Allocation of Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of JDs updated at least annually in consultation with the PE and Staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft Induction Program for all new staff, including admin and technical SOPs and working ethos of MFD, with a test of their understanding to be administered after the induction</li> </ul>	<ul style="list-style-type: none"> <li>• average number of days before sending to the PE for comments</li> <li>• ratio of new staff provided at least two days of induction within a month of joining</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in the Division with clear numbering</li> <li>• Draft SOPs, using MFD SOP format, for all identified in the SOP Framework, including annual test to ensure staff understand the SOP</li> </ul>	<ul style="list-style-type: none"> <li>• number of SOPs drafted for the Division identified in SOPs Framework</li> <li>• average number of days before sending to the PE for comments</li> </ul>

	<ul style="list-style-type: none"> <li>• Draft 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...)</li> </ul>	<ul style="list-style-type: none"> <li>• draft information management framework send to the PE for comments and shared with all Divisional staff prior signature, at least once a year, that it covers all their information requirements</li> <li>• <i>average number of minutes it takes senior staff to find five key documents (e.g. divisions AMP, their own JD, SOPs relevant to their JD, Team meeting minutes, stored data they need for analysis) - as tested once a year</i></li> </ul>
<b>Leading: assist with the communications with the division's stakeholders, staff management and development</b>		
	<ul style="list-style-type: none"> <li>• Well drafted press releases and issue of data and information to be made public</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of press releases drafted for the PE's comments</li> </ul>
	<ul style="list-style-type: none"> <li>• HoD meetings attended when the HoD is away (as called by CEO) raising management issues and concerns from staff</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of HoD meetings attended by Acting HoD</li> </ul>
	<ul style="list-style-type: none"> <li>• weekly team meetings held when the HoD is away, to lead work program and feed information between team, and the HoD meetings</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of team weekly meetings chaired by the Acting HoD</li> </ul>
	<ul style="list-style-type: none"> <li>• hand over and follow up notes when HoD is away</li> </ul>	<ul style="list-style-type: none"> <li>• ratio of written hand over notes send to the PE while acting as HoD</li> </ul>
<b>Controlling: monitoring &amp; evaluation, correcting, reporting</b>		
	<ul style="list-style-type: none"> <li>• Record of Staff attendance, leave, travel, training, induction provided to the HoD for management purpose and to assist her during the HoDs meeting</li> </ul>	<ul style="list-style-type: none"> <li>• number of staff who have had at least 5 days of relevant training over the year</li> <li>• <i>average attendance rate by staff</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Draft Monthly, Quarterly and Annual Reports on performance against CP/AMP, Budget and cash flow of the MDAs</li> </ul>	<ul style="list-style-type: none"> <li>• number of quarterly and annual AMP M&amp;E reports provided to the PE on time for comments</li> </ul>
<b>JD Outputs associated with CP Output:</b>		
<ul style="list-style-type: none"> <li>• <b>08.3.01-02 Better policy, systems and management for operations of integrated results based three-year medium term corporate plan and budgets</b></li> </ul>		

	<ul style="list-style-type: none"> <li>• contribution to fiscal policy analysis and advise</li> </ul>	<ul style="list-style-type: none"> <li>• Ratio of Draft Cabinet and Policy Papers submitted to PE that required minimum modification</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft Cabinet papers</li> </ul>	
	<ul style="list-style-type: none"> <li>• Draft Revenue Framework generating bottom up revenue forecasting</li> </ul>	<ul style="list-style-type: none"> <li>• Number of days before due date top/down &amp; bottom/up consistent revenue envelope send to the PE for comments</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft consistent and sustainable budget envelopes based on the bottom up estimates, and the top down estimates by EFPD</li> </ul>	
	<ul style="list-style-type: none"> <li>• Draft budget strategy: budget policy/process related components</li> </ul>	<ul style="list-style-type: none"> <li>• Number of days before due date draft Budget Strategy provided to PE for comments that required minimum modifications (both output 02 and 03)</li> </ul>
	<ul style="list-style-type: none"> <li>• Draft budget statement: budget policy/process/data related components</li> </ul>	<ul style="list-style-type: none"> <li>• Number of days before due date draft Budget Statement provided to PE for comments that required minimum modification (both output 02 and 03)</li> </ul>
	<ul style="list-style-type: none"> <li>• One Process guidance and instructions for users in corporate planning and budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Ratio of Critical Dates in annual corporate planning and Budget time line relevant to BCPD met</li> <li>• Ratio of MDAs who's initial Revenue submission is within +/- 5% of their baseline estimate</li> <li>• Ratio of MDAs who's initial expenditure submission is within +/- 5% of their envelope</li> <li>• Ratio of MDAs who's final revenue submission to LA is within +/- 5% of their baseline estimate</li> <li>• Ratio of MDAs who's final expenditure submission to LA is within +/- 5% of their envelope</li> </ul>
	<ul style="list-style-type: none"> <li>• training material and arrangements in CPing and Budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Average number of days before due date the draft presentation and training materials send to the PE for comments before the actual date of the training</li> <li>• Ratio of MDAs received at least a day training on CP/Budget during the period</li> </ul>

5.3	<b><i>JD Outputs associated with CP Output:</i></b> <ul style="list-style-type: none"> <li><b>08. 3.01-03: Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress</b></li> </ul>	
	<ul style="list-style-type: none"> <li>support to MDAs on preparation and management of their budgets and corporate plans</li> </ul>	<ul style="list-style-type: none"> <li>Number of MDAs who seek additional support during the budget preparation</li> <li>Number of MDAs who seek additional funding above their approved appropriation</li> </ul>
	<ul style="list-style-type: none"> <li>compiled integrated three year budget (supported by CPs from each MDA) [design of budget and CPs not fully meeting users need]</li> </ul>	<ul style="list-style-type: none"> <li>Average number of days before due date drafts of Budget provided to PE for comments which requires minimum modification</li> </ul>
	<ul style="list-style-type: none"> <li>Budget tables and section on Government budget and GFS format for Budget Strategy and Statement (compiled under output 02 and sent to EFPD)</li> </ul>	<ul style="list-style-type: none"> <li>Number of days before due date input to Budget Strategy provided to output 02 with minimum modification</li> <li>Number of days before due date input to Budget Statement provided to output 02 with minimum modification</li> </ul>
	<ul style="list-style-type: none"> <li>Draft weekly and monthly (to HoD), reporting on budget status across MDAs</li> </ul>	<ul style="list-style-type: none"> <li>Number of MDAs who seek additional funding above their approved appropriation</li> <li>Average number of MDAs each month whose actual payments is within +/- 5% of their revised monthly forecast based on their approved appropriation</li> <li>Ratio of MDA spending within +/- 5% of their average monthly benchmark</li> <li>Average number of MDAs each month whose actual receipts is equal to +/- 5% of their revised monthly forecast based on their approved budget</li> <li>Ratio of MDA collections within +/-5% of their average monthly benchmark</li> </ul>

	<ul style="list-style-type: none"> <li>• half yearly, annual reporting on MDAs CPs and Budget Performance [details of process not fully developed]</li> </ul>	<ul style="list-style-type: none"> <li>• Average number of MDAs each month whose actual payments is within +/- 5% of their revised monthly forecast based on their approved appropriation</li> <li>• Ratio of MDA spending within +/- 5% of their average monthly benchmark</li> <li>• Average number of MDAs each month whose actual receipts is equal to +/- 5% of their revised monthly forecast based on their approved budget</li> <li>• Ratio of MDA collections within +/-5% of their average monthly benchmark</li> </ul>
	<ul style="list-style-type: none"> <li>• MDA budget transfers [still at item level]</li> </ul>	<ul style="list-style-type: none"> <li>• Number of additional funding request by MDA approved by Cabinet per quarter</li> <li>• Number of MDAs who seek additional funding above their approved appropriation</li> <li>• Number of transfers from MDAs each period with justification to support the request</li> </ul>
	<ul style="list-style-type: none"> <li>• MDA staff list updated - daily basis</li> </ul>	<ul style="list-style-type: none"> <li>• Number of working days in month staff list check and up dated</li> <li>• Number of staffing policy drafted which required minimal modification</li> <li>• Average number of staffing issues raised with the PE and settled within a month</li> <li>• Average number of staffing issues raised with the PE and remained unsettled more than a month</li> <li>• Number of positions remained vacant per quarter</li> <li>• Number of positions filled per quarter</li> </ul>
5.4	<b>Any other duties beyond those covered in BCPD Outputs assigned and/or delegated by the DCEO for Finance &amp; National Planning</b>	
	<ul style="list-style-type: none"> <li>• Acting DCEO (as delegated from time to time)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of times clear hand back notes/briefing to PE after each period of acting</li> </ul>

	<ul style="list-style-type: none"> <li>Other management tasks and duties completed as directed by the DCEO which contribute to the effective and efficient operations of the ministry</li> </ul>	<ul style="list-style-type: none"> <li>Number of documented clear agreement with PE on the delegated responsibilities and any KPIs included</li> </ul>
<b>6</b>	<b>Reports Directly to: Deputy CEO</b>	
<b>7</b>	<b>Qualification, Skills and Aptitudes</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software</li> <li>ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required)</li> <li>ability to travel is required, and work after hours is sometimes necessary</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings</li> <li>ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments</li> <li>very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings and draft clear documents with confidence in both countries</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>good work attitude and work well in a team environment</li> <li>highly motivated and proactive</li> <li>well organized and hardworking</li> <li>honest, with high integrity and loyalty</li> <li>loyalty to government</li> <li>strong consultation and interpersonal skills</li> </ul>
7.4	Education:	<p>A Bachelor Degree in Business, Commerce or related field from a recognized tertiary institution with at least 3 years of working experience in Government Budget or similar institutions</p> <p>OR</p> <p>Master Degree or higher in Business, Commerce or related field from a recognized tertiary institution with at least 2 years of working experience in Government Budget or similar institutions</p>



7.5	Experience:	<ul style="list-style-type: none"> <li>• In addition to the experience associated with the qualifications, at least 5 years of relevant working technical experience relevant to this division, at middle to senior technical levels, including analysis, policy, managing data, organizing meetings, writing briefs and other documents.</li> </ul>
<b>8</b>	<b>CORE COMPETENCIES</b>	
8.1	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>

8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
8.10	Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
8	<b>CURRENT OFFICERS ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	Senior Economist – Budget and Corporate Planning	<b>Name:</b> (vacant) <b>Sign:</b> ..... <b>Date :</b> .....
8.2	Deputy CEO – Budget and Corporate Planning Division	<b>Name:</b> Kilisitina Tiane Tuamei'api <b>Sign:</b> ..... <b>Date :</b> .....
8.3	CEO for Finance and National Planning	<b>Name:</b> Balwyn Fa'otusia <b>Sign:</b> ..... <b>Date:</b> .....