

DRAFT POST DESCRIPTION			
1	Ministry/Department: Ministry of Finance		
2	Job Title: Economist (BCPD)		
3	Band: L	Post Number: 1	Location: Nuku'alofa
4	<p>Job Purpose - from Ministry Corporate Plan Outputs</p> <p>To be responsible and to assist with the analysis of the overall budget performance by:</p> <ul style="list-style-type: none"> • Assist with the development and coordination of the overall Budget formulation process and the subsequent analysis of Budget implementation; • 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; • 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. • 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. • Assist with coordinating the process of preparation of the Programme Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee; • 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. • 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. 		
4.1	Ministry Corporate Plan Outputs delegated to the Division		
	<p>08.3.02-01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</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>08.3.01-02 Better policy, systems and management for operations of integrated results based three-year medium term corporate plans and budgets</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>08.3.01-03: Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress</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	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: 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"> • Divisions contribution to BCPD Corporate Plan and Budget 	<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"> • Division's contribution to the Ministry's Stakeholder Communications Strategy 	<ul style="list-style-type: none"> • Coms Strategy revised during the year
	<ul style="list-style-type: none"> • Division Draft Annual Management Plan and staff plans with SMART KPIs and M&E built in 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments • ratio of key dates met for delivery of AMP • average number of days before key dates delivered AMP • ratio of KPIs with clear mega data
	<ul style="list-style-type: none"> • Division's contribution to the Ministry's Annual Cash Flow Forecast 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments

	<ul style="list-style-type: none"> • Division's contribution to the Ministry's Annual Procurement Plan 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments
	<ul style="list-style-type: none"> • Division's contribution to the Ministry's Risk Management Strategy 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments
	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments
Organizing: contributes to the division of labour, divisional structure, procedures		
	<ul style="list-style-type: none"> • Draft Staff Responsibility Map with clear linked to the allocated responsibilities 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments
	<ul style="list-style-type: none"> • Draft Divisional Structure for the Division with reporting roles consistent with Allocation of Responsibilities 	<ul style="list-style-type: none"> • date last reviewed Divisional Structure • average number of days before sending to the SE for comments
	<ul style="list-style-type: none"> • Draft JD for all staff linked to Allocation of Responsibilities 	<ul style="list-style-type: none"> • ratio of JDs updated at least annually in consultation with the SE and Staff
	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • average number of days before sending to the SE for comments • ratio of new staff provided at least two days of induction within a month of joining
	<ul style="list-style-type: none"> • Draft Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in the Division with clear numbering • Draft SOPs, using MFD SOP format, for all identified in the SOP Framework, including annual test to ensure staff understand the SOP 	<ul style="list-style-type: none"> • number of SOPs drafted for the Division identified in SOPs Framework • average number of days before sending to the SE for comments

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

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

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

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

	<ul style="list-style-type: none"> Other management tasks and duties completed as directed by the DCEO which contribute to the effective and efficient operations of the ministry 	<ul style="list-style-type: none"> Number of documented clear agreement with DCEO on the delegated responsibilities and any KPIs included
6	Reports Directly to: Deputy CEO through the SE	
7	Qualification, Skills and Aptitudes	
7.1	Special Skills:	<ul style="list-style-type: none"> advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) ability to travel is required, and work after hours is sometimes necessary
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments 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
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	Education:	<p>Bachelor Degree in Public Administration or related field from a recognized tertiary institution with at least 5 years in a senior management position with work experience in organizations covering similar outputs to those of a ministry finance/planning/development, in particular this division</p> <p>OR</p> <p>Master Degree in Public Administration or related field from a recognized tertiary institution with at least 3 years in a senior management position with work experience in organizations covering similar outputs to those of a ministry finance/planning/development, in particular this division</p>

7.5	Experience:	<ul style="list-style-type: none"> • 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.
8	CORE COMPETENCIES	
8.1	Change and Innovation	<ul style="list-style-type: none"> • able to handle changing conditions • seeks innovative solutions and process to solve problems
8.2	Interpersonal Skills	<ul style="list-style-type: none"> • inclusive, open to diversity • shares skills and mentors staff • facilitates cooperative working and limits negative attitudes • resolves personal differences
8.3	Integrity / Accountability	<ul style="list-style-type: none"> • maintains confidentiality and avoids gossip • uses governments resources responsible • accountable to the CEO while treating staff with integrity
8.4	Results Orientation	<ul style="list-style-type: none"> • fully understands the results chain and its application to plans, policies and projects • clearly articulate outcomes and outputs • clearly articulate SMART KPIs and handle the associated data • good analytical and policy formulation skills with clear recommendations
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> • facilitates team working and collaboration drawing on individuals skills
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> • listens to customers' needs and finds ways to improve service delivery
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> • listens and present respectfully • speaks clearly and articulately and able to present a logical well-reasoned argument
8.8	Building individual capacity	<ul style="list-style-type: none"> • able to admit when they don't know, but know where to find out • promote a learning and questioning environment • provide mentoring and coaching of staff and promote all staff to apply these at all levels • committed to self-development and learning

8.9	Supports the Organization's Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> • have a clear understanding of the ministry's mandate, outcomes and outputs • during design stage provide sound supportive arguments to improve outputs, policies, plans, projects • once a policy decision has been made make best effort to implement it (while preparing for possible foreseeable problems)
8.10	Judgment	<ul style="list-style-type: none"> • evidenced based (none emotional wishful) analysis and decision making
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> • non-discriminative, fair and honest treatment of all • encourage more shy staff to engage
8.12	Management / Supervision	<ul style="list-style-type: none"> • establish clear plans and budgets in balance • able to prioritize work • establish clear process and systems for operations of the division • manage staff and resources responsible, ensuring that outputs are in balance with funds and resources • delegate responsibilities across the team while supervising the overall delivery • good management skills able to motivate, inspire and guide a team of professional and other staff • honestly and accurately share information and issues between the team and management team
8.13	Leadership	<ul style="list-style-type: none"> • provide a good example of leadership to the team • represent the team's needs to management
8	CURRENT OFFICERS ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Economist – Budget and Corporate Planning	Name: Sign: Date :
8.2	Deputy CEO – Budget and Corporate Planning Division	Name: Kilisitina Tiane Tuamei'api Sign: Date :
8.3	CEO for Finance and National Planning	Name: Balwyn Fa'otusia Sign: Date: