

POST DESCRIPTION							
1	<b>Ministry/Department: MOFNP</b>						
2	<b>Job Title: Economist, Budget Division</b>						
3	<table border="1"> <tr> <td><b>Level: 9/Band: L</b></td> <td><b>Post Number: 1</b></td> <td><b>Location: Nuku'alofa</b> <del>(TDB)</del></td> </tr> </table>	<b>Level: 9/Band: L</b>	<b>Post Number: 1</b>	<b>Location: Nuku'alofa</b> <del>(TDB)</del>			
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4	<p><b>Job Purpose:</b> To be responsible for:</p> <ul style="list-style-type: none"> <li>Responsible for the input, verify, compilation and production of the Budget submissions of responsible MDAs as per responsible sectoral groupings and their Corporate Plans;</li> <li>Review and inform Head of Budget, if there are any major variances from weekly, monthly or quarterly databases;</li> <li>Review, update, prepare and distribute to all responsible Ministries, their Revenue and Expenditure templates and Corporate Plan for preparation of the budget for the following financial year;</li> <li>Review budget transfer request from the responsible ministries and insert into the sun system;</li> <li>Review unbudgeted requests from responsible ministries before submitting to Senior Management;</li> <li>Provide fiscal data to the formulation of economic and budget policies and strategies;</li> <li>Coordinate and consult with responsible Ministries on Budget related matters;</li> <li>Assist compile and produce the final output of the budget estimates and Corporate Plan documents;</li> <li>Responsible for daily, weekly, monthly budget status reports, and assist with the quarterly, mid-year and annual reviews/analysis of important budget indicators for reporting purposes;</li> <li>Provide cost benefit analysis of resources allocated to a particular program of responsible MDAs and provide budgetary information/report;</li> <li>Participate in relevant overseas trainings, courses, and meetings on behalf of the Budget &amp; Corporate Plan Division and the Ministry.</li> </ul>						
5	<table border="1"> <thead> <tr> <th>Job Outputs</th> <th>Performance Indicators</th> </tr> </thead> <tbody> <tr> <td> <b>5.1 Planning</b>            1. Line Ministries Corporate Plans           <ul style="list-style-type: none"> <li>Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report.</li> <li>Meet with relevant key stakeholders and responsible MDAs on budget related issues.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>BCPD stated key performance indicator achieved</li> <li>BCPD outputs delivered within specified timeline</li> <li>Number of budget issues received and addressed.</li> </ul> </td> </tr> <tr> <td> <b>5.2 Organizing</b> </td> <td></td> </tr> </tbody> </table>	Job Outputs	Performance Indicators	<b>5.1 Planning</b> 1. Line Ministries Corporate Plans <ul style="list-style-type: none"> <li>Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report.</li> <li>Meet with relevant key stakeholders and responsible MDAs on budget related issues.</li> </ul>	<ul style="list-style-type: none"> <li>BCPD stated key performance indicator achieved</li> <li>BCPD outputs delivered within specified timeline</li> <li>Number of budget issues received and addressed.</li> </ul>	<b>5.2 Organizing</b>	
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	<p><b>1. Staff Development</b></p> <ul style="list-style-type: none"> <li>Assist the Head of Division in providing training to budget officers in the responsible MDAs.</li> <li>Assist the Head of Division in proposing relevant training needs which is appropriate to build capacity of the Staff in the Division as well as those in the responsible MDAs.</li> <li>Assist the Head of Division in proposing relevant training structure which is appropriate to build capacity of the Staff in the Division as well as those in the responsible MDAs.</li> <li>Participate proactively in Divisional meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Number of training need proposed.</li> <li>Training structure endorsed by the Head of Division.</li> <li>Number of divisional meeting attended with productive contribution from staff.</li> </ul>
5.3	<p><b>Leading</b></p> <ol style="list-style-type: none"> <li>Budget Template for Line Ministries <ul style="list-style-type: none"> <li>Line Ministry Revenue, Expenditure and Corporate Plans templates</li> </ul> </li> <li>Line Ministries Budget Estimates <ul style="list-style-type: none"> <li>Line Ministries Budget Estimates and Corporate Plans</li> </ul> </li> <li>Capacity Development <ul style="list-style-type: none"> <li>Participate in relevant local/overseas and course, meetings on behalf of the Ministry</li> </ul> </li> <li>Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA. <ul style="list-style-type: none"> <li>Revised Corporate Plans amended as per approved estimate by LA.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>100-85 % accurate</li> <li>Updated information</li> <li>Distribute to Line Ministries as in specified time line</li> <li>Endorsement by MOFNP</li> <li>Timely distribution of approved estimate to line ministries</li> <li>Completion of Course of Study and Passed relevant exams</li> <li>Attend all training/meeting in a timely manner</li> <li>High quality assistance provided to MDAs on their Corporate Plans revision.</li> <li>Timely revision of MDAs Corporate Plans.</li> </ul>
5.4	<p><b>Controlling</b></p> <ol style="list-style-type: none"> <li>Monitoring of revenue and expenditure <ul style="list-style-type: none"> <li>Report to Head of Budget and to responsible MDAs on any major variances</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>10085% accurate</li> <li>Updated information</li> <li>Weekly, monthly and quarterly</li> </ul>

	<p>2. Economic Policies and Strategies</p> <ul style="list-style-type: none"> <li>• Provide fiscal information for the formulation of economic policies, strategies, and reports.</li> </ul> <p>3. Budget estimates documents</p> <ul style="list-style-type: none"> <li>• Compile and produce the final output of the budget estimates document for relevant ministries</li> </ul> <p>4. Analysis of budgetary implications of unbudgeted and additional budget requests against the responsible MDAs' Corporate Plan</p> <ul style="list-style-type: none"> <li>• Acceptance and approval of the request within the financing envelope</li> <li>• Possible funding options to utilize such as donor funding if donor's assistance is possible</li> </ul> <p>5. Assessing the distributional incidence of the budget allocation to line ministries Provision of findings on the frequency if transfer from programs to programs or sub-programs to sub-programs</p>	<ul style="list-style-type: none"> <li>• <del>100</del>85% accurate</li> <li>• updated</li> <li>• Meet specified time line</li> </ul> <ul style="list-style-type: none"> <li>• <del>100</del>85% accuracy</li> <li>• Meet specified timeline</li> </ul> <ul style="list-style-type: none"> <li>• Highly contribute to the national priorities</li> <li>• High quality of analysis of the implications on the budget</li> <li>• Timely submission of analysis to senior management via the head of the division.</li> <li>• Constantly report to Head of Division the result for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• High accuracy of information available provided in the finding</li> <li>• High quality of usability of information in the budget formulation and distribution</li> <li>• Timely provision of information to the budget system in terms of formulation</li> <li>• Constantly report to Head of Division the result for discussion.</li> </ul>
5.5	<p><b>Technical</b></p> <p>1. Updating responsible MDAs' stafflist as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission.</p>	<ul style="list-style-type: none"> <li>• Accuracy of the data updated into the stafflist.</li> </ul>

<ul style="list-style-type: none"> <li>• Input and verify the staff list, revenues and expenditures database</li> <li>• Provide reports from the databases to the Head of Division and responsible MDAs on their budget performance against their Corporate Plans and approved estimates.</li> </ul> <p>2. Assessing responsible MDAs' transfer request against their Corporate Plan and insert them into the sun-system</p> <ul style="list-style-type: none"> <li>• Assessed transfer request from responsible MDAs for endorsement by the Head of Division.</li> <li>• Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval.</li> <li>• Insert into the sun-system the approved transfer request by the CEO-Finance or the Minister –Finance.</li> </ul> <p>3. Assist with compiling and reporting on Government Financial Statistics (GFS)</p> <ul style="list-style-type: none"> <li>• Provision GFS revenue/grants data for reporting and analyses purposes</li> <li>• Provision GFS expenditure data for reporting and analyses purposes</li> </ul> <p>4. Maintaining the One Process Tool</p>	<ul style="list-style-type: none"> <li>• Timely updating the stafflist.</li> <li>• Availability of the updated stafflist for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• Number of transfer request received from responsible MDAs, endorsed by Head of Division and approved by the CEO-Finance or Minister-Finance.</li> <li>• Accuracy of the data inserted into the sun-system database.</li> <li>• Timely inserting of the transfer request into the sun-system.</li> <li>• Availability of the transfer data for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• Accuracy of the data inserted into the GFS database.</li> <li>• Timely providing the report on GFS.</li> <li>• Availability of the updated GFS for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul>
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	<ul style="list-style-type: none"> <li>Update the One Process Tool in preparation for the medium term budget preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Number of comments received from MDAs on the accessibility and usefulness of the One Process Tool.</li> <li>Number of updates made to the One Process Tool based on MDAs comments.</li> <li>Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul>
5.6	<p>Any other duties delegated by the Head of Division or Chief Executive Officer for Finance and National Planning</p> <ul style="list-style-type: none"> <li>Report completed</li> </ul>	<ul style="list-style-type: none"> <li>100% accuracy of information and proposing options</li> <li>Meet specified timeline</li> </ul>
6	<b>Reports Directly to:</b>	<b>Deputy CEO-Budget and Corporate Planning</b>
7	<b><u>Velonika Po'uiva'ati Vaitai Havea</u></b>	
7.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>Good financial, economic and budget analytical skills.</li> <li>Good negotiation skills.</li> <li>Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc).</li> <li>Good communication skills. Fluent in both Tongan and English (written and spoken).</li> <li>Good interaction with line ministries</li> </ul>
7.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>Good communication skills. Fluent in both Tongan &amp; English (written and spoken).</li> </ul>
7.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Positive attitude</li> <li>Self-motivated and self-drive</li> <li>Well organized and hardworking</li> <li>Ability to work both independently and team</li> </ul>

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		<ul style="list-style-type: none"> <li>Highly adaptable to changing circumstances</li> <li>Loyalty and honesty</li> </ul>
7.4	<b>Education &amp; Experience</b>	Degree in Economics, Development Studies, International Relations or related field from a recognized institution OR Diploma in Economics or related field from a recognized institution plus 3 years of work experience in Government Budget or related field.
8	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	Economist, Budget Division	<b>Name:</b> <del>Velenika Po'uliva'ati</del> <u>Vaitai Havea</u> <b>Sign:</b> ..... <b>Date :</b> .....
8.2	Deputy CEO, Budget Division	<b>Name:</b> Kilisitina Tuameiapi <b>Sign:</b> ..... <b>Date :</b> .....
8.3	<del>A/</del> Chief Executive Officer	<b>Name:</b> <del>Balwyn Fa'otusia</del> <u>Aholotu Palu</u> <b>Sign:</b> ..... <b>Date :</b> .....