

POST DESCRIPTION			
1	<b>Ministry/Department: MOFNP</b>		
2	<b>Job Title: Principal Economist, PAMD</b>		
3	<b>Band: I</b>	<b>Post Number: 2</b>	<b>Location: Nuku'alofa (TDB)</b>
4	<p><b>Job Purpose:</b> The Aid Management Division of the Ministry of Finance is tasked with the provision of strategic advice on aid management to Government and Development Partners and delivering quality services to all stakeholders.</p>		
5	<b>Job Outputs</b>		<b>Performance Indicators</b>
5.1	<b>Planning</b>		
5.2	<p><b>Organizing</b></p> <p><b>1. Participate in local and overseas training programs, workshops and meetings relevant to aid management and coordination.</b></p> <ul style="list-style-type: none"> <li>Attendance at meetings/briefings and high quantity and quality of input to them</li> <li>Brief reports at team meetings of purpose and outcomes gained from attending these programs, workshops and meetings.</li> </ul>		<ul style="list-style-type: none"> <li>High quality input</li> <li>Attendance as required and/or directed by Deputy Secretary</li> </ul>
5.3	<p><b>Leading</b></p> <p><b>1. Contribute to the development of aid strategies and policies and the provision of overall policy directions and coordination of external aid resources to Tonga.</b></p> <ul style="list-style-type: none"> <li>policy brief on each individual donor</li> <li>Undertaking of relevant research and reporting on the outcomes of the Divisions' overall future policy directions and aid coordination goals</li> </ul> <p><b>2. Contribute to negotiations with aid donors on proposed development projects and programs.</b></p> <ul style="list-style-type: none"> <li>Responsible for preparing of briefs/reports/letters/etc.</li> </ul>		<ul style="list-style-type: none"> <li>Highly /professionally provided a good reports</li> <li>Outcomes and recommendation presented punctually for timely results.</li> <li>High quality input to project proposals when evaluating</li> <li>Timely briefs/reports prepared in a timely basis in-</li> </ul>

	<ul style="list-style-type: none"> <li>Attendance at meetings/briefings and high quantity and quality of input to them</li> </ul> <p><b>3. Coordinate and liaise with line ministries on the integration of aid resources into government's budget and planning processes.</b></p> <ul style="list-style-type: none"> <li>inclusive development budget with forward estimates</li> <li>Inclusive consultation with Line Ministries to account for all existing and planned aid projects in Tonga.</li> </ul>	<p>line with Government of Tonga strategies and timeframes.</p> <ul style="list-style-type: none"> <li>High quality reports</li> <li>Strong consulting qualities</li> <li>Preparedness to work in a very timely fashion in order to meet budget deadlines.</li> </ul>
5.4	<p><b>Controlling</b></p> <p><b>1. Assist Ministry of Finance in formulating, appraising, implementing, monitoring, and evaluating of aid projects and programs with a view to enhance aid effectiveness.</b></p> <ul style="list-style-type: none"> <li>Projects successfully implemented and evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Excellent program outcome with the stakeholder pleased</li> <li>Accuracy of the acquittal reports and timely submission to donors</li> <li>Regular visit to project site</li> <li>Acquittal reports submitted to aid donors on a timely basis</li> </ul>
5.5	<p><b>Technical</b></p> <p><b>1. Assist in advising the Secretary and Hon Minister for Finance on aid management policies and programs of both multilateral and bilateral donors to Tonga, particularly those under the Ministry of Finance (AusAID, NZAID, Japan, World Bank, ADB)</b></p> <ul style="list-style-type: none"> <li>Quarterly and progress reports.</li> <li>Attendance at meetings/briefings and high quantity and quality of input to them</li> </ul> <p><b>2. Supervise the establishment and maintenance of the Ministry's aid information and data base to facilitate the policy advisory role on aid.</b></p> <ul style="list-style-type: none"> <li>Aid Management Division database that is regularly used and understood by all staff</li> </ul>	<ul style="list-style-type: none"> <li>High quality input to policy and to project/program operational recommendations</li> <li>Briefs/reports prepared in a timely basis as needed</li> <li>Accurate and updated information available from database upon request of HOD</li> <li>Easy access to projects information for budget preparation</li> <li>Project status and changes updated to the database on a</li> </ul>

		<p>regular basis</p> <ul style="list-style-type: none"> <li>• Relevant reports extracted from the Database regularly for input and feedback to Deputy Secretary and relevant stakeholders</li> </ul>
5.6	<p><b>Any other tasks delegated by the Chief Executive Officer for Finance and National Planning</b></p> <ul style="list-style-type: none"> <li>• Requested output(s) delivered</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and updated information</li> <li>• Meet specified timeline</li> </ul>
6	<b>Reports Directly to:</b>	<b>Deputy CEO</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• High developed policy oriented skills</li> <li>• High developed analytical skills</li> <li>• Advanced computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc).</li> </ul>
7.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>• High communicating skills. Fluent in both English &amp; Tongan languages (written and spoken)</li> <li>• High negotiation skills</li> </ul>
7.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Strong work attitude</li> <li>• Highly self-motivated</li> <li>• Strong consultation and interpersonal skills</li> <li>• Loyal and hardworking</li> <li>• Ability to work both independently and as part of small team</li> <li>• Honesty and integrity</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul>
7.4	<b>Education:</b>	<p>Essential: Degree in Economics, Development Studies, International Relations or relevant field of study.</p> <p>Desirable: Master in Commerce, Economics, Development Studies, or relevant field of studies.</p>

7.5	<b>Experience:</b>	Essential: At least 5 years of experience for a first degree with experience in the area of policy and advice and working in a Finance, Planning or similar institution. Desirable: at least 6 years experience for a Master Degree at area of policy analysis and advice working in Finance, and Planning or similar area.
<b>POSITION COMPETENCIES</b>		
8	Core Behavioral Competencies	Key Performance Standards
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> <li>➤ Focuses on benefits and ways of overcoming obstacles.</li> </ul>
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</li> </ul>

		performance
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</li> </ul>

		<p>remain effective</p> <ul style="list-style-type: none"> <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>
9	The salary for the position is at Band I of the salary structure for the Tonga Public Service with a minimum of TOP\$30,240 to a maximum of TOP\$45,360 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Principal Economist, PAMD	<p><b>Name:</b></p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>
10.2	Deputy CEO, PAMD	<p><b>Name:</b> Natalia Latu</p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>
10.3	Chief Executive Officer	<p><b>Name:</b> Balwyn Fa'otusia</p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>