

POST DESCRIPTION			
1	Ministry/Department: MOFNP		
2	Job Title: Economist, Budget Division		
3	Level: 9/Band: L	Post Number: 5	Location: Nuku'alofa
4	<p>Job Purpose: To be responsible for:</p> <ul style="list-style-type: none"> Responsible for the input, verify, compilation and production of the Budget submissions of responsible MDAs as per responsible sectoral groupings and their Corporate Plans; Review and inform Head of Budget, if there are any major variances from weekly, monthly or quarterly databases; 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; Review budget transfer request from the responsible ministries and insert into the sun system; Review unbudgeted requests from responsible ministries before submitting to Senior Management; Provide fiscal data to the formulation of economic and budget policies and strategies; Coordinate and consult with responsible Ministries on Budget related matters; Assist compile and produce the final output of the budget estimates and Corporate Plan documents; 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; Provide cost benefit analysis of resources allocated to a particular program of responsible MDAs and provide budgetary information/report; Participate in relevant overseas trainings, courses, and meetings on behalf of the Budget & Corporate Plan Division and the Ministry. 		
5	Job Outputs	Performance Indicators	
5.1	<p>Planning</p> <ol style="list-style-type: none"> Line Ministries Corporate Plans <ul style="list-style-type: none"> Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report. Meet with relevant key stakeholders and responsible MDAs on budget related issues. 	<ul style="list-style-type: none"> BCPD stated key performance indicator achieved BCPD outputs delivered within specified timeline Number of budget issues received and addressed. 	

<p>5.2</p>	<p>Organizing</p> <p>1. Staff Development</p> <ul style="list-style-type: none"> • Assist the Head of Division in providing training to budget officers in the responsible MDAs. • 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. • 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. • Participate proactively in Divisional meeting. 	<ul style="list-style-type: none"> • Number of training need proposed. • Training structure endorsed by the Head of Division. • Number of divisional meeting attended with productive contribution from staff.
<p>5.3</p>	<p>Leading</p> <p>1. Budget Template for Line Ministries</p> <ul style="list-style-type: none"> • Line Ministry Revenue, Expenditure and Corporate Plans templates <p>2. Line Ministries Budget Estimates</p> <ul style="list-style-type: none"> • Line Ministries Budget Estimates and Corporate Plans <p>3. Capacity Development</p> <ul style="list-style-type: none"> • Participate in relevant local/overseas and course, meetings on behalf of the Ministry 	<ul style="list-style-type: none"> • 85 % accurate • Updated information • Distribute to Line Ministries as in specified time line • Endorsement by MOFNP • Timely distribution of approved estimate to line ministries • Completion of Course of Study and Passed relevant exams • Attend all training/meeting in a timely manner

	<p>4. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA.</p> <ul style="list-style-type: none"> • Revised Corporate Plans amended as per approved estimate by LA. 	<ul style="list-style-type: none"> • High quality assistance provided to MDAs on their Corporate Plans revision. • Timely revision of MDAs Corporate Plans.
<p>5.4</p>	<p>Controlling</p> <p>1. Monitoring of revenue and expenditure</p> <ul style="list-style-type: none"> • Report to Head of Budget and to responsible MDAs on any major variances <p>2. Economic Policies and Strategies</p> <ul style="list-style-type: none"> • Provide fiscal information for the formulation of economic policies, strategies, and reports. <p>3. Budget estimates documents</p> <ul style="list-style-type: none"> • Compile and produce the final output of the budget estimates document for relevant ministries <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"> • Acceptance and approval of the request within the financing envelope • Possible funding options to utilize such as donor funding if donor's assistance is possible 	<ul style="list-style-type: none"> • 85% accurate • Updated information • Weekly, monthly and quarterly <ul style="list-style-type: none"> • 85% accurate • updated • Meet specified time line <ul style="list-style-type: none"> • 85% accuracy • Meet specified timeline <ul style="list-style-type: none"> • Highly contribute to the national priorities • High quality of analysis of the implications on the budget • Timely submission of analysis to senior management via the head of the division. • Constantly report to Head of Division the result for discussion.

	<p>5. Assessing the distributional incidence of the budget allocation to line ministries</p> <p>Provision of findings on the frequency of transfer from programs to programs or sub-programs to sub-programs</p>	<ul style="list-style-type: none"> • High accuracy of information available provided in the finding • High quality of usability of information in the budget formulation and distribution • Timely provision of information to the budget system in terms of formulation • Constantly report to Head of Division the result for discussion.
<p>5.5</p>	<p>Technical</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"> • Input and verify the staff list, revenues and expenditures database • Provide reports from the databases to the Head of Division and responsible MDAs on their budget performance against their Corporate Plans and approved estimates. <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"> • Assessed transfer request from responsible MDAs for endorsement by the Head of Division. • Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval. • Insert into the sun-system the approved 	<ul style="list-style-type: none"> • 80% Accuracy of the data updated into the stafflist. • Timely updating the stafflist. • Availability of the updated stafflist for relevant stakeholders when needed. • Constantly report to Head of Division any discrepancy exist for discussion. <ul style="list-style-type: none"> • Number of transfer request received from responsible MDAs, endorsed by Head of Division and approved by the CEO-Finance or Minister-Finance. • 80% Accuracy of the data inserted into the sun-system database. • Timely inserting of the transfer request into the sun-system. • Availability of the transfer data for relevant stakeholders when needed. • Constantly report to Head of Division any discrepancy exist for discussion.

	<p>transfer request by the CEO-Finance or the Minister –Finance.</p> <p>3. Assist with compiling and reporting on Government Financial Statistics (GFS)</p> <ul style="list-style-type: none"> • Provision GFS revenue/grants data for reporting and analyses purposes • Provision GFS expenditure data for reporting and analyses purposes <p>4. Maintaining the One Process Tool</p> <ul style="list-style-type: none"> • Update the One Process Tool in preparation for the medium term budget preparation. 	<ul style="list-style-type: none"> • 80 % Accuracy of the data inserted into the GFS database. • Timely providing the report on GFS. • Availability of the updated GFS for relevant stakeholders when needed. • Constantly report to Head of Division any discrepancy exist for discussion. <ul style="list-style-type: none"> • Number of comments received from MDAs on the accessibility and usefulness of the One Process Tool. • Number of updates made to the One Process Tool based on MDAs comments. • Constantly report to Head of Division any discrepancy exist for discussion.
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"> • Report completed 	<ul style="list-style-type: none"> • 85% accuracy of information and proposing options • Meet specified timeline
6	Reports Directly to:	CEO for Finance & National Planning
7	PERSON'S SPECIFICATION	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good financial, economic and budget analytical skills. • Good negotiation skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc). • Good communication skills. Fluent in both Tongan and English (written and spoken). • Good interaction with line ministries

7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills. Fluent in both Tongan & English (written and spoken).
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Positive attitude • Self-motivated and self-drive • Well organized and hardworking • Ability to work both independently and team • Highly adaptable to changing circumstances • Loyalty and honesty
7.4	Minimum Qualification & Work Experience	<p>-Must have a Bachelor's degree in Economics, Management, Accounting or related field from a recognized University;</p> <p>-Relevant working experience is desirable, however not necessary.</p>
BEHAVIOURAL COMPETENCIES		
8	Core Behavioral Competencies	Key Performance Standards
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

		<ul style="list-style-type: none"> ➤ 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. <p>Thinks outside of the box to achieve the best results for an internal/external customer.</p>
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 <p>Actively shares information with appropriate people and checks for understanding where required.</p>
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. <p>Treats all clients with respect and cultural awareness</p>
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. <p>Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</p>
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment

8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	ENDORSEMENT	
9.1	Economist, Budget Division	Name: Vacant Sign: Date :
9.2	Deputy CEO, Budget Division	Name: Kilisitina Tuameiapi Sign: Date :
9.3	Chief Executive Officer for Finance & National Planning	Name: Balwyn Fa'otusia Sign: Date :