

		POST DESCRIPTION	
1	Ministry/Department: Ministry of Finance and National Planning		
2	Job Title: Senior Economist, Microeconomic section, Economic & Fiscal Policy Division (EFPD)		
3	Band: J	Post Number: 1	Location: <i>Nuku'alofa</i>
4	Job Purpose <p>The overall purpose of the role is</p> <ul style="list-style-type: none"> • work with the Principal Economist (Micro section) and rest of the section, in the preparation and provision of policy analysis and advice at the sectorial level, administrative issues, updating and monitoring & evaluation of the effectiveness of government's sector policies and development priorities to achieve the deliverables expected for the section and division 		
		Job Outputs	Performance Indicators
5.1	Planning 1. Individual Work Plan (IWP) 2. Annual Management Plan (AMP) for Micro section <ul style="list-style-type: none"> ○ Assist PE in the preparation the section's AMP 3. Assist PE in the preparation of the Annual report of the division		<ul style="list-style-type: none"> • IWP submitted to HOD/Deputy-CEO at the end of August • AMP for Micro section is well aligned to the division's AMP/CP and submitted to PE/CE as per target timeline • AR report of the Microeconomic section submitted to PE/CE as per target timeline

5.2	<p>Organising</p> <ul style="list-style-type: none"> • Represent the Ministry at various meetings and proactively represented at meetings with key stakeholders (private sector, CSO/NGOs) both at local and overseas meeting with good two ways consultation and sharing of information. • Assist PE/CE to maintain effective work relations and disseminate information to key stakeholders including government MDAs, and international partners such as ADB, IMF and WB for planned missions. <ul style="list-style-type: none"> ○ Assist in collecting data and information required 	<ul style="list-style-type: none"> • informed, proactive and participatory representation of Ministry and preferably an update to the division on the progress of that particular meeting. • Overseas meetings report submitted to HOD by end of 14 days after return to Tonga. • Attend and proactively participate in requested sessions from international partners: ADB, IMF, WB and others. • Timely provision of draft responses to the given questionnaires and/or data requested as required
5.3	<p>Leading</p> <ul style="list-style-type: none"> • Policy analysis and advice <ul style="list-style-type: none"> ➤ Conduct sector analysis <ul style="list-style-type: none"> ○ Work with sector economists/analysts to maintain effective contribution to existing development committees or relevant committees ➤ Assist PE with the trend analysis and report with tables, and charts that depict important trends and relationships ➤ assist PE to identify issues for further analysis to support the division/ministry's work ➤ assist PE with regular and ad hoc provision of updates and presentations on status of the economy and national development ➤ assist PE with the submission of a draft sound basis of analysis for the annual budget preparation based on the best available data 	<ul style="list-style-type: none"> ➤ submission of a draft technical papers to PE providing advice on issues raised by the Minister, CEO and others to HOD as requested ➤ timely provision of relevant section to PE at least 5WD prior submission to CE for the Budget Strategies as per timeline target ➤ timely provision of relevant section to PE at least 7 WD prior submission to CE for the Budget Statement as per timeline target

5.4	<p>Controlling</p> <p>Provide assistance to PE and management of the Micro section in the Budget formulation process with relevant:</p> <ul style="list-style-type: none"> • input into Budget Strategies <ul style="list-style-type: none"> ○ compile relevant sectorial data and information • input to Budget Sector Allocation <ul style="list-style-type: none"> ○ assist in the coordination role ○ Assist with the assessment of sectors performance ○ assist with translation of relevant sections • input to sector Budget Statement (BS) <ul style="list-style-type: none"> ○ assist PE/CE with the compilation role of the BS document ○ assist PE/CE and team with the overall checking and quality control (English and Tongan translation) of the BS ○ support relevant arrangements for printing and binding of the BS <p>2. Assist PE to provide overall direction for the specific or given sectors given according to the division of labour within the Microeconomic Section and substitute for the Chief/Principal Economist absence</p> <ul style="list-style-type: none"> • Support the management of the Micro Section, is maintained at all times • desirable Section to work in with professional and well skilled staff and sound working arrangements and conditions 	<ul style="list-style-type: none"> ➤ effective participation of sector analysts in budget preparation teams with Budget Division and Aid Division ➤ draft sector analysis provided to PE at the beginning of the second week of March ➤ well Tongan translation of the sector analysis provided to PE at least 5 days prior submission to CE ➤ endorsed and approved by HOD as per specified timeline ➤ endorsed and approved by CEO and Minister as per specified timeline <ul style="list-style-type: none"> ➤ continued quality outputs as per timeline targeted by Micro Section ➤ regular attendance, when available, and participation in the divisional meeting in a timely manner ➤ submit to Principal Economist of the Microeconomic section the relevant work plan for Micro section at the end of August
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5.5	<p>Technical</p> <p>1. Assist PE to develop relevant indicators and revive the Economic and Social Indicators database in relation to the given sectors</p> <ul style="list-style-type: none"> • appropriate set of indicators and targets for the sectors that can help monitor their progress • update the Social Indicator Database • progress reports for all sector indicators against targets explaining where progress is not on target • sector support to database covering all aspects of the Division's work, publish regular data (in collaboration with Statistics) 	<ul style="list-style-type: none"> • Economic and Social Indicator Database be updated with latest available data • provide requested information and submit to PE in a timely manner as required
5.6	Any other work related duties delegated by the Deputy CEO.	<ul style="list-style-type: none"> • to the standard required of the Division • timely provision of duties as requested
6	Reports Directly to:	Deputy Secretary for Finance & National Planning, EFPD
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • strong leadership and management skills, including mentoring • excellent analytical skills with ability to explain to a non-technical audience • Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Power Point etc). • Excellent communication skills: fluent in both Tongan and English languages (written and spoken). • good public relation and networking skills able to work with a range of professions and organizations • able to work in resourced constrained environment • ability to travel and work after hours when the need arises

7.2	Minimum Qualification and Experience:	<p>Must have a Bachelor's Degree in Economics, Accounting, Finance or related field of study from a recognized institution, with at least three (3) years of relevant work experience;</p> <p>OR</p> <p>Master in Economics, Accounting, Finance or relevant field or higher from a recognized tertiary institution with at least 1 year of relevant work experience.</p>
POSITION 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 <p>Focuses on benefits and ways of overcoming obstacles.</p>
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 ➤ 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. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.

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 ➤ Actively shares information with appropriate people and checks for understanding where required.
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. ➤ Treats all clients with respect and cultural awareness
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. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
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	The salary for the position is at Band J of the salary structure for the Tonga Public Service with a minimum of TOP\$ 26,880 to a maximum TOP\$ 40,320 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Senior Economist	Name: Vacant Sign: Date :

10.2	A/ Deputy Secretary for Finance & National Planning - EFPD	Name: Mr Sione Faleafa Sign: Date :
10.3	CEO for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :

- Note:
- Highlighted sections requires insertion of details as appropriate.
 - Examples have been given as an indication of what may be required in that particular field.