

JOB DESCRIPTIONS

| POST DESCRIPTION | | |
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| 1 | Ministry/Department: Ministry of Finance and National Planning | |
| 2 | Job Title: Principal Economist, Operation Unit, Budget and Corporate Planning Division | |
| 3 | Level: Band I | Post Number: 3 Location: Nuku'alofa |
| 4 | <p><u>Purpose:</u> To be responsible for the analysis of the overall budget performance.</p> <p>The employee is expected to undertake the following duties and responsibilities.</p> <ul style="list-style-type: none"> • Responsible for the compilation and production of the Budget submissions as per sectoral groupings; • Responsible for daily, weekly, monthly, quarterly and annual reviews/analysis of important budget indicators for reporting purposes; • Provide cost benefit analysis of resources allocated to a particular program and provide budgetary information. • Prepare draft Cabinet submission on Budget related matters; • Develop budget guidelines, strategies and consultation programs with stakeholders; • Analyze collated data for monitoring the progress of budget utilization and the effectiveness & efficiency of resources allocation; • Review budget submissions from ministries and stakeholders; • Analysis of budgetary implications of unbudgeted and additional budget requests • Assessing the distributional incidence of the budget allocation to line ministries; • Conduct and participate in relevant trainings and meetings on behalf of the Ministry. | |
| | OUTPUTS | Performance Indicators |
| | <i>Refers to areas of outcome or output.</i> | <i>Performance measurement for an Output e.g 80% accuracy, 80% timeliness, 80% compliance with policy</i> |
| 5.1 | <p>Planning</p> <ul style="list-style-type: none"> ➤ Preparing the divisional Annual Management Plan, Corporate Plan and Annual Report. ➤ Meet with relevant stakeholders on budget and fiscal policy management issues. | <ul style="list-style-type: none"> ➤ BCPD stated KPIs achieved. ➤ BCPD outputs delivered within specified timeline. ➤ Number of budget issues raised and addressed. |

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| 5.2 | <p>Organizing Staff Development:</p> <ul style="list-style-type: none"> ➤ Providing training to budget officers in MDAs. ➤ Proposing relevant training needs which is appropriate to build capacity of the staff in the division as well as those in the MDAs. ➤ Proposing relevant training structure which is appropriate to build capacity of the staff in the division as well as those in the MDAs. ➤ Participate proactively in divisional meeting. | <ul style="list-style-type: none"> ➤ Number of training needs proposed. ➤ Training structure endorsed by HoD. ➤ Number of divisional meeting attended with productive contribution from staff. |
| 5.3 | <p>Leading</p> <ol style="list-style-type: none"> 1. Budget guidelines, strategies and consultation programs <ul style="list-style-type: none"> ➤ Budget guidelines and strategies formulated with analysis of information provided in the guideline and strategies. 2. MDAs Budget Estimates <ul style="list-style-type: none"> ➤ Distribute MDAs Budget Estimates on time. 3. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA <ul style="list-style-type: none"> ➤ Revised Corporate Plans amended as per approved estimate by LA. | <ul style="list-style-type: none"> ➤ 80% accuracy of information and high quality of analysis of information provided in the guideline and strategies. ➤ 80% compliance of line ministries. ➤ Timely completion in accordance with budget cycle. ➤ Endorsement by MOFNP. ➤ Timely distribution of approved estimate to line ministries. ➤ High quality assistance provided to MDAs on their Corporate Plans revision. ➤ Timely revision of MDAs Corporate Plans |

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| <p>5.4</p> | <p>Controlling</p> <ol style="list-style-type: none"> 1. Participate proactively in revenue and expenditure forecasting. <ul style="list-style-type: none"> ➤ Revenue baseline for MDAs for the medium-term budget. ➤ Expenditure baseline for MDAs for the medium-term budget. 2. Budget Estimate <ul style="list-style-type: none"> ➤ Sector budget submissions, budget proposals analysis for consideration by senior management within the financial envelope. ➤ Briefing notes on budget estimate consultation with line ministries. 3. Budget Indicators <ul style="list-style-type: none"> ➤ Budget briefing for ministries, taking the lead in expenditure and cash flow forecasting – the effectiveness. ➤ Report on the analysis of significant divergences between expenditure targets, actual and forecast. 4. Cost Benefit Analysis Report <ul style="list-style-type: none"> ➤ Reports on cost benefit analysis of resources allocated to a particular program and provide budgetary information. ➤ Site visit – visiting line ministries undertaking the analysis required for determining desirable levels of resources allocation. 5. Budget Papers for Cabinet <ul style="list-style-type: none"> ➤ Cabinet submissions on Budget related matters. 6. Monitoring mid-year report on the progress of budget utilization. <ul style="list-style-type: none"> ➤ Report on data analysis for monitoring the progress of budget utilization and the effectiveness and efficiency of resources allocation. ➤ Corrective measures provided to line ministries. | <ul style="list-style-type: none"> ➤ 80% accuracy. ➤ Meeting the agreed timeline for budget production and formulation. ➤ Sector budget submissions endorsed. ➤ Meeting the specified timeline for budget production formulation. ➤ Professional articulating findings of the budget analysis in oral and writing. ➤ Presenting options and recommendations on timely manners. ➤ High quality of cost benefit analysis. ➤ Submitting finding and recommendations in a timely manner. ➤ 80% of submissions approved by Cabinet. ➤ Timely submission in accordance with specified timeline. ➤ 80% accuracy of data and high quality of analysis ➤ Corrective measures accurate and appropriate to line ministries ➤ Timely updating of the information required for the analysis ➤ Timely validating data/information for analysis. |
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| | <p>7. Budgetary implications analysis</p> <ul style="list-style-type: none"> ➤ Report on analysis of budgetary implications of unbudgeted and additional budget requests. <p>8. Assessment of distributional incidence of budget allocation</p> | <ul style="list-style-type: none"> ➤ High quality of analysis of the implications on the budget and proposing viable options. ➤ Submission of reports to Head of Division within specified timeline. ➤ Report on assessment of distributional incidence of budget allocation to line ministries. Provide findings on the frequency of transfer from sub-programs to sub-programs ➤ 80% accuracy of information and proposing options for the budget formulation and distribution ➤ Timely provision of information to the budget system and prior to budget formulation. |
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| 5.5 | <p>Technical</p> <ol style="list-style-type: none"> 1. Updating responsible MDA’s staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission. <ul style="list-style-type: none"> ➤ Updated staff list to assist the division during the budget preparation and for Management decision making. 2. Assessing responsible MDA’s transfers request against their Corporate Plan and insert them into the sun-system. <ul style="list-style-type: none"> ➤ Assess transfer request from responsible MDAs for endorsement by the Head of Division ➤ Assess transfer request from responsible MDAs recommended for CEO-Finance or Minister – Finance’s approval. ➤ Insert into the sun-system the approved transfer request by the CEO-Finance or the Minister-Finance. 3. Compiling and reporting on Government Financial Statistics (GFS). <ul style="list-style-type: none"> ➤ Provision of GFS revenue/grants data for reporting and analyses purposes ➤ Provision GFS expenditure data for reporting and analyses purposes. 4. Maintaining the One Process Tool. <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 updated into the staff list. ➤ Timely updating the staff list. ➤ Availability of the updated staff list for relevant stakeholders when needed. ➤ Constantly report to Head of Division any discrepancy exists for discussion. ➤ 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 exists for discussion ➤ 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 exists for discussion. ➤ 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 exists for discussion. |
| 5.5 | <ul style="list-style-type: none"> • Any other duties as may be directed by the Head of Budget and Corporate Planning Division or the CEO | <p>Timeliness and accuracy of carrying out other tasks as directed</p> |

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| 6. | ➤ Reports Directly to: | ➤ Head of Budget and Corporate Planning Division |
| 7. | Special Skills: <ul style="list-style-type: none"> ➤ Good financial, economic and budget analytical skills ➤ Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Power Point etc.), Sun system, vision etc. | |
| 7.1 | Communication and Language Skills: | <ul style="list-style-type: none"> • Good communication skills. Fluent in both Tongan & English (written and spoken). |
| 7.2 | Personal Attributes: | <ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively. |
| 7.3 | Minimum Qualification | <ul style="list-style-type: none"> • Bachelor Degree in Economics, Accounting, or relevant field of study from a recognized tertiary institution with at least 5 years of work experiences in senior level of Government Accounting Systems; <p>OR</p> <ul style="list-style-type: none"> • Master Degree in Economics, Accounting or relevant field of study from a recognized tertiary Institution with at least 3 years of work experiences in senior level of Government Accounting Systems; |
| 7.4 | Desirable: | <ul style="list-style-type: none"> ➤ Knowledge of Government legislative and institutional frameworks relating to Financial Management and Government Financial Management and Accounting System – SunSystems, Meridian, CS-DRMS or relevant accounting package |

| 8. | CORE COMPETENCIES | |
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| | Core Competency | 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 ➤ 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. |

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| 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 |
| | 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. |

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| | 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 WITH NAME, SIGNATURE AND DATE | |
| | Principal Economist | Name: Vacant Sign: Date: |
| | Head of Budget and Corporate Planning Division | Name: Kilisitina Tuamei’api Sign: Date: |
| | Chief Executive Officer for Finance and National Planning | Name: Balwyn Fa’otusia Sign: Date: |