

JOB DESCRIPTION

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance	
2	Job Title: Assistant Economist, Economic and Fiscal Policy Division (EFPD)	
3	Level: 11/9	Post Number:
4	Location: Nuku'alofa	
4	<p>Purpose: Assist the relevant Economist and EFPD team in the: Collection and input of data, relevant arrangements of meetings, distribution of information to our customers (students and researchers), back-up, supporting GDP analyst, in times of absence of sector analyst for GDP forecasting and/or sector review, assist with the preparation and provision of policy analysis and advice on economic and social issues. This includes the development and monitoring of the division and ministry plans that are consistent with the Tonga Strategic Development Framework.</p>	
	Job Outputs	Performance Indicators
5.1	<p>Planning</p> <p>1. Individual work plan</p> <ul style="list-style-type: none"> • Prepare individual work plan based on the division's annual management plan and ministry's CP 	<p>➤ <i>Submit to HOD for endorsement as per the assigned timeline</i></p>
	JD Output associated with CP Output (08.03.02.01)	
	<p>Organizing</p> <ul style="list-style-type: none"> • Ensure to provide a regular update on the progress of data available in our SEI database • Ensure that the approved data and information for dissemination is reached to our customers (students and researchers) and other key stakeholders. • Contribute to maintain conducive and friendly work environment <p style="padding-left: 40px;">- Attend divisional meetings</p>	<p>➤ <i>Latest data is available from data source</i></p> <p>➤ <i>Timely dissemination of information notes (where necessary) and data to our customers as required</i></p> <p>➤ <i>Attend divisional meetings as requested in a timely manner</i></p>

	<p>Leading</p> <ul style="list-style-type: none"> • Representing the ministry at various meeting – in-country and abroad - as assigned, specifically on: <ul style="list-style-type: none"> i. Data issues and collection (Eco & Social) ii. Arrangement of meeting and consultation of relevant stakeholders on the data/information <p>Economist forecast</p> <ul style="list-style-type: none"> • GDP forecasting: <ul style="list-style-type: none"> - Provide back-up for GDP forecasting, supporting the GDP analyst, in times of absence of the sector analyst. 	<ul style="list-style-type: none"> ➤ <i>Timely submission of overseas travel report to HOD and senior management by end of ten working days after return to country</i> ➤ <i>Meeting is conducted as expected</i> ➤ <i>Provide timely support to meet the GDP forecasting timeline</i>
	<p>Technical</p> <ul style="list-style-type: none"> • Assist with data collection of economic and social indicators • Input and update social indicators and data base • Assist with data collection and input of the economic database in the absence of the Economist and as requested • Update the set of tables and charts that can be used for reports and presentations on the responsible sector or the depicting the status of an issue/sector/economy • Qualitative and quantitative input to the reviews on the status of the relevant sectors as requested 	<ul style="list-style-type: none"> ➤ <i>Timely update of the database – eco & social indicators</i> ➤ <i>Timely response to update charts and tables for reports and presentations as required</i>

	<p>Controlling</p> <p>Policy review:</p> <ul style="list-style-type: none"> • Assist to monitor and evaluate the sector indicators, data and targets for GDP sectors • Assist to conduct monitoring visit to relevant stakeholders by making relevant arrangements where necessary • Provide back-up in times of absence of sector analyst conducting a sector analysis/review <p>Budget Strategy and Budget Statement</p> <ul style="list-style-type: none"> • Provide back up, assisting the GDP analyst, in times of absence of any sector analyst to conduct monitoring visit to relevant stakeholders and write up of relevant section for the Budget Strategy and Budget Statement • Provide translation into the English version as requested • Provide support with printing and binding of the Budget related documents 	<ul style="list-style-type: none"> ➤ <i>Timely response to data request and arrangement of meetings with stakeholders as requested</i> ➤ <i>Timely provision of status report of the current Budget Strategy related to sub-sectors responsible for as directed</i> ➤ <i>Timely completion of relevant section for the Budget Statement as per approved Budget timeline</i> ➤ <i>Timely completion of translation of relevant section for the Budget Statement as required</i>
	Any other work related duties delegated from time to time	➤ <i>Timely response and accuracy of carrying out other tasks as directed</i>
6	Reports Directly to:	Head of Economic & Fiscal Policy Division
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Sound analytical and presentational skills. • Sound computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Power Point etc) Vision and Sun System. • Organizational skills. • Good public relation and networking skills able to work as part of a team. • Ability to travel and work after hours is necessary.
7.2	Communication and Language Skills:	Fluent in both English & Tongan languages (written and spoken).

7.3	Personal Attributes:	<ul style="list-style-type: none"> • Professional work attitude. • Self-motivated and able to respond to guidance. • Well organized and hardworking. • Honesty and professional integrity. • Willing to challenge and question in polite but firm manner.
7.4	Education:	<ul style="list-style-type: none"> • Must have a Diploma in Economics or related field of study from a recognized tertiary institution. Working experience in related field will be an advantage
8	CORE BEHAVIORAL COMPETENCIES	
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.
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 M of the salary structure for the Tonga Public Service with a minimum of TOP\$15,120.00 to a maximum TOP\$22,680.00 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	Assistant Economist	Name: (Vacant) Sign: Date :
10.2	Head of Economic & Fiscal Policy Division	Name: Lesieli Tufui Faletau Sign: Date :
10.3	CEO of Finance	Name: Mrs Balwyn Fa'otusia Sign: Date :