

	<b>POST DESCRIPTION</b>		
1	<b>Ministry/Department: Ministry of Finance</b>		
2	<b>Job Title:</b> Deputy Chief Executive Officer (CEO) for Finance, Projects and Aid Management Division (PAMD).		
3	<b>Level:</b> Band F	<b>Post Number:</b> 1	<b>Location:</b> Nuku'alofa (TDB)
4	<p><b>Job Purpose:</b> To provide quality economic and financial management advice to government through;</p> <p>i) Ensuring overall management, supervision and co-ordination of the Projects and Aid Management Division and all its related activities.</p> <p>ii) Providing policy advice on coordination and management of external aid resources to Tonga either via the government system or not and how to improve the existing system.</p> <p>iii) Ensuring the timeliness, satisfactory and quality of data/customer services/reports provided and reported by the Projects and Aid Management Division.</p> <p>iv) Carefully monitoring the progress of the implementation for the programs/project in order to avoid any predicaments which may have fiscal implication.</p> <p>v) Development a platform on how to improve the aid effectiveness in Tonga ensuring closely integration of donors' strategies to the national development priorities,</p>		
5	<b>Job Outputs</b>		<b>Performance Indicators</b>

<p>5.1</p>	<p><b>Planning</b></p> <p><b>1. Management of the Division (PAMD).</b></p> <p><b>Output:</b></p> <ul style="list-style-type: none"> <li>• Better customer service and conducive working environment.</li> <li>• Practical or sound corporate Plans/Annual Management Plan and Annual Report.</li> <li>• Monitor progress on plan implementation through chairing regular meeting of the division and conduct quarterly reviews of performance under the divisional management plan.</li> <li>• Meet with relevant stakeholders on management issues.</li> </ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• No. of complaints from customers.</li> <li>• PAMD stated key performance indicators achieved.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• PAMD outputs delivered within specified timeline.</li> </ul>
<p>5.2</p>	<p><b>Organizing</b></p> <p><b>1. Staff Development.</b></p> <p><b>Output:</b></p> <ul style="list-style-type: none"> <li>• Strong and knowledgeable staff.</li> <li>• Better training program attended and conducted.</li> <li>• Develop and maintain capability for donor liaison including participating in aid meetings including bilateral meeting and donor forum etc.</li> <li>• Develop and maintain capability in project planning/management, project appraisal/prioritization, project monitoring/evaluation and progress reporting in terms of results.</li> </ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Percentage of stated objectives achieved.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Annual/Quarterly divisional report.</li> </ul>

<p>5.3</p>	<p><b>Leading</b></p> <p><b>1. Compliance.</b></p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Effective mechanism for project planning and management, project appraisal/prioritization, monitoring/evaluation and progress reporting.</li> <li>• Effective mechanism for donor liaison such as bilateral meeting, donor forum consultations etc.</li> <li>• Clear articulation of costs in the procurement plans and exhausting the allocated resources on an effort to achieve the TSDF stated objectives.</li> </ul> <p><b>2. Management of official external aid to Tonga.</b></p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Better coordination of Aid Strategies, Policies and Procedures integration with government national priorities.</li> <li>• Strong alignment government’s priorities to planning/budgeting processes.</li> <li>• Negotiations with DPs on proposed development projects/programmes.</li> </ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Increased number of well formulated projects processed through Project and Aid Coordination Committee (PACC), approved and funded by Development Partners) DPs.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Projects implemented in a timely basis as needed.</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Increased number of well articulated/ formulated projects processed through PACC, approved and funded by DPs.</li> <li>• Duplication minimized.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Reports prepared in a timely basis as needed.</li> </ul>
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5.4	<p><b>Controlling</b></p> <p><b>1. Projects and Aid Management Information System supporting the policy advisory role and effective monitoring of projects.</b></p> <p><b>Output:</b></p> <ul style="list-style-type: none"><li>• Good updated and comprehensive database and good production of data presentation.</li><li>• Accurate data produce for the report on donor funding (cash and inkind) for the budget statement/ estimated.</li></ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"><li>• Up to date and 100% accuracy.</li></ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"><li>• Reporting meet specified timeline.</li></ul>
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5.5	<p><b>Technical</b></p> <p><b>1. Policy Advice.</b>  <b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Advise the sound policy to CEO/ Minister on Projects and Aid Management issues under the legislation and programmes for which the Hon. Minister is responsible.</li> <li>• Practical advice on any legislation amendments</li> <li>• Comprehensive Cabinet submission pertaining to donor coordination and management issues.</li> </ul> <p><b>2. Administering Tonga’s shareholdings and subscriptions.</b>  <b>Output:</b></p> <ul style="list-style-type: none"> <li>• Good updated data/information on the shareholdings and subscription.</li> </ul> <p><b>3. Manage Technical Assistance to PAMD.</b>  <b>Output:</b></p> <ul style="list-style-type: none"> <li>• Good team work with Technical Assistants and clear exist strategy with proper transfer of know how.</li> </ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Aid Strategies/Policies approved.</li> <li>• Recommendations on policies and strategies are approved.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Outputs delivered in a timely manner.</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Up to date and 100% accuracy.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Payment made prior to deadline.</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• Well articulated TOR approved.</li> <li>• Recommendations from mission report approved and implemented.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• TOR completed within agreed timeline.</li> </ul>
5.6	<p>Any other duties assigned and/or delegated by the Secretary for Finance &amp; National Planning</p> <p><b>Output:</b></p> <ul style="list-style-type: none"> <li>• Good delivery.</li> </ul>	<p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>• 100% complete and accurate.</li> </ul> <p><b>Timeliness:</b></p> <ul style="list-style-type: none"> <li>• Meet specified timeline.</li> </ul>
6	<p><b>Reports Directly to:</b></p>	<p>Chief Executive Officer for Finance &amp; National Planning</p>

7	<b>PERSON'S SPECIFICATION</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>• Very highly developed policy oriented skills.</li> <li>• Very highly developed analytical skills.</li> <li>• Very advanced computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint, SunSystem etc).</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>• Highly proficient communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>• Very high negotiation skills.</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>• Strong work attitude</li> <li>• Very highly self-motivated</li> <li>• Very strong consultation and interpersonal skills</li> <li>• Loyal and hardworking</li> <li>• High ability to work both independently and as part of a small team</li> <li>• Honesty and integrity</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul>

7.4	Minimum Qualification and Work Experience	<p>-Bachelor Degree in Economics, Development Studies, International Relations or related field from a recognized tertiary institution with at least 7 years in a senior management position with work experience in the area of policy and advice working in Economics, Finance, Planning, Public Relation or similar institutions; OR</p> <p>-Master Degree in Economics, Development Studies, International Relations or related field from a recognized tertiary institution with at least 5 years in a senior management position with work experience in the area of policy and advice working in Economics, Finance, Planning, Public Relation or similar institutions.</p> <p><b>Desirable</b></p> <p>-At least 3 years' experience for a Master Degree at area of policy analysis and advice working in Economics, Finance and Planning or Public Relation or similar area.</p>
8	<b>BEHAVIOURAL COMPETENCIES</b>	
	Behavioural competencies	Behaviours expected at fully effective level
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 performance</li> </ul>
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 remain effective</li> <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>

8.12	Management/ Supervision	➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
8.13	Leadership	<ul style="list-style-type: none"> <li>➤ Develops and communicates vision and translates these into clear objectives</li> <li>➤ Builds and sustains a motivated team</li> <li>➤ Leads by example</li> <li>➤ Inspires a shared commitment</li> <li>➤ Articulates a clear vision for the future</li> <li>➤ Considers the ‘big picture’ and longer term imperatives</li> <li>➤ Empowers others to take responsibility through a deep sense of commitment and ownership.</li> </ul>
9	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
9.1	Deputy Secretary for Finance and National Planning	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date :</b> .....
9.2	Chief Executive Officer	<b>Name:</b> Balwyn Fa’otusia  <b>Sign:</b> .....  <b>Date :</b> .....