

**JOB DESCRIPTION TEMPLATE FOR JUNIOR POSITIONS**

	<b>POST DESCRIPTION</b>		
1	<b>Ministry/Department: Ministry of Finance and National Planning</b>		
2	<b>Job Title:</b> Clerk Class I, Checking Section Treasury Division		
3	<b>Band:</b> 0	<b>Post Number:</b> 2	<b>Location:</b> SGGB, Building, Nuku'alofa
4	<p><b><u>Purpose:</u></b></p> <ul style="list-style-type: none"> <li>• Manage the Voucher Management System (VMS) Database</li> <li>• Report on VMS</li> <li>• Assist in processing/Disbursement of Cheque Payments.</li> <li>• Customer Service</li> </ul>		
	<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• <i>Government Expenditure and Revenue</i></li> </ul>	<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• <i>Performance measurement for an Output e.g. 100% accuracy, 100% timeliness, 100% compliance with policy</i></li> </ul>	

5.1	<p><b>Core Outputs</b></p> <ul style="list-style-type: none"> <li>➤ <i>Manage the VMS Database, registering all incoming vouchers from MDAs and all paid vouchers</i></li> <li>➤ <i>Ensure all registered vouchers are passed to Checking Unit</i></li> <li>➤ <i>Run reports from VMS database for management</i></li> <li>➤ <i>Reconcile of all received vouchers Verses paid/queried vouchers</i></li> <li>➤ <i>Liaise with IT Division to ensure regular back-up of the VMS Database is made.</i></li> <li>➤ <i>Customer service at the Treasury front counter.</i></li> <li>➤ <i>Assist customers (phone &amp; in person) or Treasury staff in checking whether vouchers has been received by the Ministry.</i></li> <li>➤ <i>Assist in processing of cheques when required</i></li> <li>➤ <i>Assist with disbursement of cheques to suppliers and customers when required</i></li> <li>➤ <i>Assist with photocopy of travel asset vouchers for Assets Unit</i></li> <li>➤ <i>Carry out any other duties as may be directed by the CEO, Head of Checking or Head of Division.</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>On a daily basis</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% complete</i></li> <li>➤ <i>Less than 3 complaints in a quarter</i></li> <li>➤ <i>On a daily basis</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% complete</i></li> <li>➤ <i>Less than 3 complaints in a quarter</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>Less than 3 complaints in a quarter</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% complete</i></li> <li>➤ <i>Less than 3 complaints in a quarter</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% accuracy,</i></li> <li>➤ <i>80% timeliness</i></li> <li>➤ <i>80% complete</i></li> <li>➤ <i>Timeliness and accuracy of carrying out other tasks as directed.</i></li> </ul>
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6	<b>Reports Directly to:</b>	Chief Accounting Officer – Checking Unit
Education & Experience	A certificate in Accounting or relevant field with 2 year’s work experience; OR Form 7 with 4 year’s work experience OR PSSC with 6 year’s work experience	
<b>POSITION COMPETENCIES</b>		
<b>7</b>	<b>Core Behavioral Competencies</b>	<b>Key Performance Standards</b>
7.1	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> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
7.2	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>
7.3	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>
7.4	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>
7.5	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>
7.6	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>
7.7	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>

7.8	Building individual capacity	➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
7.9	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>
7.10	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>
7.11	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>

Clerk Class I	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date :</b> .....
Chief Accounting Officer	<b>Name:</b> Taulango Manukeu  <b>Sign:</b> .....  <b>Date :</b> .....
Deputy CEO/Treasury	<b>Name:</b> Makeleta Siliva  <b>Sign:</b> .....  <b>Date:</b> .....
Chief Executive Officer for Finance and National Planning	<b>Name:</b> Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date :</b> .....