

POST DESCRIPTION		
1	Ministry/Department: MOFNP	
2	Job Title: Assistant Secretary, Performance Framework Section (PFS), Corporate Services Division	
3	Level: 9 Band: L	Post Number: 3 Location: Nuku'alofa
4	<p>Job Purpose:</p> <ol style="list-style-type: none"> 1. Assist to draft a MFNP Corporate Plan (CP) that is reflective of the Ministry's mandate and expectations within the medium term budgetary framework 2. Assist to draft a Ministry Annual Report is reflective of the achievements against the Corporate Plan and highlights the gaps and proposed actions for improvement going forward 3. Lead an effective monitoring and evaluation (M&E) system is in place to report on ministry progress against its corporate plan and AMP. 4. Lead a more effective human resource management for the ministry through better placement of the "right people in the right place at the right time" in accordance with the Public Service Act, Regulations, Policies and Instructions 5. Ensure staff recruitment and staff performance management are undertaken in a accordance with the HRM procedures and processes 6. Provide quality Human Resource Management services for the Ministry in accordance with HRM procedures and Processes in line with the Public Service Act, Regulations, Policies and Instructions 7. Ensure proper database and records management is in place 8. Provide quality advice and support to the Head of Division and Staff on Performance Management and Human Resources matters 9. Ensure the Ministry Customer Service friendly, reliable, efficient and responsive. 	
5	Job Outputs	Performance Indicators
5.1.	<p>Planning</p> <ol style="list-style-type: none"> 1. Assist with the planning procedure for PFS Division 	<ol style="list-style-type: none"> 1. 80% compliance with Corporate Planning/AMP schedule
5.2	<p>Organizing</p> <ol style="list-style-type: none"> 1. Assist to review and develop the structure of the PFS 2. Assist to Develop/Review and document efficient internal systems for managing correspondences, submissions to the Commission and gazette. 3. Comply with file management procedures and good records keeping procedures. 	<ol style="list-style-type: none"> 1. To be reviewed during Corporate Planning and as needed. 2. Ensure 80% compliance with relevant Public Service legislation, policies & instructions. 3. Files are stored away both hard copy and ecopy daily 4. Databases are reconciled monthly
5.3	<p>Leading</p> <ol style="list-style-type: none"> 1. Attend HOD meetings to record minute of meeting 2. Assist with weekly meeting, ensuring that 	<ol style="list-style-type: none"> 1. Weekly meetings and reporting to the Head of Division on the status of monthly reporting from

	divisions and staff understands their role, their contribution to the overall output and outcome of the Ministry	division 2. Contribute to weekly meeting conducted by the OCEO division.
5.4	Controlling 1. Assist to develop and implement an effective and efficient way to monitor progress of the division against set task and plans.	1. Weekly, Monthly and Quarterly reports are developed and submitted to the Head of Division.
Technical		
	Reporting Requirements 1. Lead the monthly report for Ministry M & E or Output and KPI status report	1. Monthly report due to the HOS within 1 week of end of month
	MFNP Corporate Planning and Budget 1. Assist the HoD in the development and production of the Ministry Corporate Plan	1. Ensure all required documents and assistant are provide when required
	Annual Report 1. Assist the HoD in the development and production of the Ministry Annual Report	1. Ensure all required documents and assistant are provide when required
	MFNP Monitoring & Evaluation 1. Assist to establish and maintain an effective Monitoring & Evaluation (M & E) system for tracking progress of the Ministry against Ministry KPIs and Outputs	1. Monthly reports due to HoD within 1 week of end of month
	Recruitment 1. Assist with the recruitment	1. 80% accuracy of compilation of documents 2. Within 2 days of request from HOD
	2. Assist with the preparation of interview documents (i.e. panel papers and applications)	1. 80% accuracy of documents compiled 2. Interview paper is distributed to Panel members and facilitator at least 48 hours before interview takes place
	3. Assist with drafting letters to applicants regarding the outcome of their application for the position	1. At least 90% accuracy of drafting and 80% timeline of submission to HOD
	4. Assist in drafting submissions of interview report	1. At least 90% accuracy of drafting and 80% timeliness of submission to HOD
	Staff Performance Management System (PMS) 1. Assess JD for staff	1. Accurate and in line with the Ministry Corporate Plan and Annual Management Plan

		(AMP) 2. All JDs are signed
	2. Assess staff performance plan	1. Signed at the beginning of the evaluation period
	3. Enforce the 6 monthly PMS	1. Two assessment annually
	4. Assess increment	1. Accurate and in line with the staff performance assessment (PMS)
	Training, Travel & Induction <ol style="list-style-type: none"> 1. Assist with Ministry Training Needs Analysis 2. Assist with development of Ministry training needs 3. Implement Ministry training program 4. Proper induction for new appointments 	<ol style="list-style-type: none"> 1. Training Needs Assessed annually 2. Ministry Training plan approved by Head of Division 3. >80% of training plan implemented annually 4. 80% of all new recruits are aware of the PSC policies and MFNP Corporate Plan 5. Training implementation progress reported to Head of Division monthly
	To carry out any other duties assigned by Head of Division, and/or the CEO for Finance and National Planning	Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	Head of Section
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical skills • Computer Literate, Analytical Skills, Planning and Project Management Skills
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills. Good command of both Tongan and English languages (written and spoken).
7.3	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
7.4	Education & Experience	<ul style="list-style-type: none"> • Bachelor Degree in Economic or Management or related field of study from a recognized tertiary institution with up to 3 years of relevant work experience; OR • Diploma in Economic or Management or related field of study from a recognized tertiary institution with at least 5 years of relevant work experience.

POSITION COMPETENCIES	
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.
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.
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
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.
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.
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

	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.
	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
	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.
	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
	The salary is at Band L of the Public Service salary structure with a minimum of TOP\$19,490 and a maximum of TOP\$29,230. Annual increment will be performance based. Entry point will depend on qualification and work experience.	
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Assistant Secretary, OCEO	Name: Vacant Sign: Date :
8.2	Supervisor	Name: Suliana Vi Sign: Date :
8.3	Deputy CEO - CSD	Name: Mrs Gladys Fukofuka Sign: Date :
8.4	Chief Executive Officer	Name: Mrs Balwyn Faótusia Sign:

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