

**JOB DESCRIPTION**

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance and Planning	
2	Job Title: Senior Economist, Microeconomic section – Economic and Fiscal Policy Division (EFPD)	
3	Level: 7	Post Number: 1
		Location: Nuku'alofa
4	<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• Assist in preparing and providing policy analysis and advice on microeconomic issues and understanding of the economy. This includes supporting the work of the division to promote evidence-based decision making through maintenance of the systems and coordinate economic assessment (sector analysis) based on Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors. Collection and input for the economic database focus on Fiscal indicators.</li> </ul>	
	<b>Job Outputs</b>	<b>Performance Indicators</b>
5.1	<b>Planning</b>  1. Individual work plan.	➤ <i>Approved by Head of Division and CEO by end of September, every year.</i>

5.2	<p><b>Leading</b></p> <p><b>1. Economic forecasts (Gross Domestic Product - GDP).</b></p> <ul style="list-style-type: none"> <li>● Review and update GDP forecast economic assessment for the economy focusing on Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Complete, accurate and quality assessment of Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors is provided.</i></li> <li>➤ <i>Provided in a timely manner</i></li> </ul>
	<ul style="list-style-type: none"> <li>● Update indicators that related to forecasting of Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors.</li> <li>● Consult the relevant stakeholders on the data/information about the Manufacturing and Electricity &amp; Water supply sub-sectors</li> </ul> <p><b>2. Periodic Economic Updates:</b></p> <ul style="list-style-type: none"> <li>● Prepare Monthly Economic Update (MEU) for the following months: <ul style="list-style-type: none"> <li>- April</li> <li>- November</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Timely completion and submission of draft MEU's for the following months, to CE by midst of the fifth week from end of review month:</i> <ul style="list-style-type: none"> <li>- <i>April</i></li> <li>- <i>November</i></li> </ul> </li> </ul>

5.3	<p><b>Controlling</b></p> <p><b>1. Providing macro economic analysis and policy framework</b></p> <ul style="list-style-type: none"> <li>• Conducting qualitative survey on the status of the economy primarily on Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors on an ongoing basis.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Complete and accurate performance on such duty.</i></li> <li>➤ <i>Timely submission of sector assessment and review according to any request.</i></li> <li>➤ <i>Timely completion of data set and/or draft policy working paper as per requested</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Provide quality report (including quarterly, half year and annual) on the status of the economy focusing on Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors.</li> <li>• Provide assessment of Secondary Sector – Manufacturing and Electricity &amp; Water supply subsectors to the annual Budget Statement</li> <li>• Assisting the PE in drafting of data set and policy papers on related economic matters to the Manufacturing and Electricity and Water supply sub-sector, as per request from Head of Division or directed by the Minister</li> </ul> <p><b>2. Budget Strategy and Budget Statement</b></p> <ul style="list-style-type: none"> <li>• Update relevant section in the current Strategy for the Manufacturing and Electricity &amp; Water supply sub-sectors</li> <li>• Conduct analysis and identify any new and relevant policy initiatives for Manufacturing and Electricity &amp; Water supply sub-sectors</li> <li>• Provide translation for relevant section in the Budget Statement as assigned.</li> <li>• Support with printing and binding of Budget Statement.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Timely completion of data collection and consultation of relevant stakeholders.</i></li> <li>➤ <i>Timely provision of update – assigned sub-sectors - according to any request.</i></li> </ul>

5.4	<b>Technical</b>  <b>1. Ministry's database on key macroeconomic and other indicators.</b>  • Oversee the updating of the existing database (SEI) – fiscal sector through input and updating of GFS data - on the economy on regular basis.	 ➤ <i>Completed and well documented.</i>  ➤ <i>Work budgeted hours.</i>
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5.5	<p><b>Organizing</b></p> <p><b>1. Developing and maintain effective working relations with, and disseminate information to key stakeholders such as government line ministries/agencies and international partners such as IMF, World Bank &amp; ADB for planned missions.</b></p> <ul style="list-style-type: none"> <li>◦ Responsive to requests on a timely basis;</li> <li>◦ Provide accurate information and data.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Regular and on a timely manner as requested by movements.</i></li> <li>➤ <i>Continued quality outputs by the Sections – completion of work as requested and expected.</i></li> </ul>
	<p><b>2. Ministry Representation at relevant meetings: in particular technical, local and sometimes overseas, with other Ministries and a wide range of other stakeholders.</b></p> <ul style="list-style-type: none"> <li>◦ Proactively support to the representation of the Ministry at inter-departmental meetings, meetings with other stakeholders; with good two-way consultation and sharing of information.</li> <li>◦ Support to communicating government's sector policies to stakeholders.</li> </ul> <p><b>3. Contributing efforts to maintain conducive and friendly work environment</b></p> <ul style="list-style-type: none"> <li>◦ Attend divisional meetings</li> <li>◦ Support divisional work plan and obligation that required from the division</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Timely submission of overseas travel report to HOD and senior management by end of ten working days after return to country.</i></li> <li>➤ <i>Timely submission of information notes to HOD and the division as required.</i></li> <li>➤ <i>Attend division meetings as requested on a timely manner.</i></li> </ul>

5.6	<p>Carry out any other duties as may be directed by the Head of EFPD or the CEO</p> <ul style="list-style-type: none"> <li>◦ Assist in preparing of the divisions annual report, AMP and Corporate Plan.</li> <li>◦ Support, by drafting of relevant policy research, to the delivery of the work of the section and division as directed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Regular and on a timely manner as requested by movements.</i></li> <li>➤ <i>Continued quality outputs by the Section and Division – timely completion and submission of draft relevant set of data and draft policy working paper as per requested.</i></li> </ul>
	<ul style="list-style-type: none"> <li>◦ Support to the desirable of the Section to work in.</li> </ul>	
6	<b>Reports Directly to:</b>	<b>Deputy CEO for Finance -EFPD</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>➤ Good mathematical and analytical skills.</li> <li>➤ Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, and Power Point etc).</li> <li>➤ Must have good public relation and networking skills.</li> <li>➤ Ability to travel and work after hours would be an advantage.</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>➤ Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>➤ Good work attitude.</li> <li>➤ Highly motivated.</li> <li>➤ Well organized and hardworking.</li> <li>➤ Honesty and integrity.</li> <li>➤ Highly proactive.</li> <li>➤ Must be committed to duties allocated, efficiently and effectively.</li> </ul>

7.2	Minimum Qualification and Experience:	<p>Post graduate qualification in Economics or related field from a recognized tertiary institution with at least a year experience in a similar role; OR</p> <p>Bachelor Degree in Economic or relevant field of study from a recognized tertiary institution with 3 years of experience in a similar role; OR</p> <p>Bachelor Degree in Economic or relevant field of study from a recognized tertiary institution with 4 years relevant work experience.</p>
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### POSITION COMPETENCIES

8	Core Behavioral Competencies	Key Performance Standards
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> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
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>
9	The salary for the position is at Band J of the salary structure for the Tonga Public Service with a minimum of TOP\$ 26,880 to a maximum TOP\$ 40,320 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Senior Economist	<b>Name:</b> Vacant <b>Sign:</b> ..... <b>Date :</b> .....



10.2	Deputy Secretary for Finance & National Planning - EFPD	<b>Name:</b> Mrs Tufui Faletau  <b>Sign:</b> .....  <b>Date :</b> .....
10.3	CEO for Finance & National Planning	<b>Name:</b> Mrs Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date :</b> .....

**Note:**

- Highlighted sections requires insertion of details as appropriate.
- Examples have been given as an indication of what may be required in that particular field.

