

POST DESCRIPTION			
1	Ministry: Finance & National Planning		
2	Job Title: Executive Officer, Debt & Asset Management, Financial Framework Division.		
3	Level: 12 Band O	Post Number: 5	Location: Head Office
4	<p><u>Purpose:</u></p> <ul style="list-style-type: none"> ➤ Assist in preparing monthly asset and liability database for government ➤ Assist in preparing monthly databases on government travels (domestic and overseas) ➤ Assist in conducting board of surveys and disposal of government assets ➤ Assist with reporting to CEO on status of government asset management 		
	Key Results Area	Performance Indicators	
	Updated Asset and Liability records	<ul style="list-style-type: none"> ➤ Monthly Asset reports produced ➤ Monthly Travel Databases produced ➤ Successful Tenders and Disposals of Assets 	
5.1	Core Duties		
	1. MDAs to obtain complete and regular information relating to their Assets and Liabilities;	➤ <i>80% accuracy, 80% timeliness, 80% compliance with policy</i>	
	2. Assist in updating the Asset Register and Liabilities of Government	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>	
	3. Conduct asset stocktaking at the end of financial year	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>	
	4. Assist in reports to Government Asset Disposal Committee the status of the recommendations for disposal/tender	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>	

	5.To ensure proper storage of all assets and liability records	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>
	6. Prepare public tender for approved government assets	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>
	7.Report on results of public tender	<i>80% accuracy, 80% timeliness, 80% compliance with policy</i>
5.2	➤ and carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance & National Planning	➤ <i>80% accuracy, 80% timeliness, 80% compliance with policy</i>
6	Reports Directly to:	Chief Accountant – Debt & Asset
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Must have good public relation and networking skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, etc), SunSystem, etc.
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"> • Honesty and integrity • Positive work attitude and can work well in a team setting. • Reliable and highly motivated and maintain confidentiality of information • Well organized and hardworking • Highly proactive • Must be committed to duties allocated, efficiently and effectively.

7.4	Minimum Qualification and Experience	<p>Certificate in Management, Information Technology or relevant field from a recognized tertiary institution plus 2 years' of work experience;</p> <p>OR</p> <p>Pass in Form 7 plus 4 years' of relevant work experience;</p> <p>OR</p> <p>Pass in PSSC plus 6 years' of relevant work experience.</p>
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 scale is at Band O of the government salary structure with a minimum of \$10,080 to a maximum of \$15,120. Entry point will depend on qualification and work experience.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Executive Officer	Name: (Vacant) Sign: Date :
10.2	Head of Financial Framework Division	Name: Ána Fakaola Lemani Sign: Date :
10.3	CEO of Finance	Name: Mrs Balwyn Fa'otusia Sign: Date :