

POST DESCRIPTION			
1	Ministry of Finance & National Planning		
2	Job Title: Property Officer, St George Government Building (SGGB) Property Management, Corporate Services Division		
3	Level: 9 Band: L	Post Number: 3	Location: St George Palace
4	Job Purpose <ul style="list-style-type: none"> • SGGB Property and Asset Management • Duty roster for Sectional Staff • Periodic inspection of properties and reporting on condition • Conduct induction for customers and new recruit for Offices in the Property • Maintenance Records • Monitoring reports on compliance with 		
	Job Outputs		Performance Indicators
	<i>Refers to areas of output for position</i>		<i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	Planning <ul style="list-style-type: none"> ➤ Individual work plan ➤ Communication strategy ➤ Duty roster for security staff ➤ Leave plan for PMS staff ➤ Schedule for inspection of properties and reporting on condition 		<ul style="list-style-type: none"> ➤ Plans/ Strategies are at least 80% accurate and complete ➤ Submitted to Supervisor within specified timeline ➤ At least 80% of plan/ strategies implemented
5.2	Organising <ul style="list-style-type: none"> ➤ Stock and asset management 		<ul style="list-style-type: none"> ➤ At least 80% compliance with Treasury Instruction ➤ At least 80% accurate and complete stock and asset record ➤ Asset report including depreciative value submitted within specified time line

5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Contract for outsource services for the property such as cleaners etc. ➤ Induction on security process and procedures for staff/ customer, new recruit to offices in the property ➤ Report on effectiveness of Que Management System at front counter 	<ul style="list-style-type: none"> ➤ Contracting of outsource services meet specified timeline ➤ At least 80% coverage for induction of staff in the property ➤ Quarterly report on que management system within 14 by the end of the month
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Maintenance record ➤ Report on Monitoring and Evaluation of compliance with Security Processes and Procedures ➤ Report on effectiveness of que management system at service counter 	<ul style="list-style-type: none"> ➤ At least 80% accurate and complete record and report ➤ Record updated 14 days by end of the month ➤ Report submitted 14 days by end of the month
5.5	<p>Technical</p> <ul style="list-style-type: none"> ➤ Report on periodic inspection of the property 	<ul style="list-style-type: none"> ➤ At least 80% accurate and complete
5.6	<ul style="list-style-type: none"> ➤ and carry out any other duties as may be directed by the CEO 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to: Property Manager	
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> -Computer literate and well versed in Word and Excel. -Highly analytical
7.2	Minimum Qualification and Experience	<p>Bachelor Degree in Management or related field of study from a recognized tertiary institution with up to 3 years of relevant work experience; OR</p> <p>Diploma in Economic or Management or related field of study from a recognized tertiary institution with at least 5 years of relevant work experience.</p>

POSITION COMPETENCIES		
8	Core Behavioral Competencies	Key Performance Standards
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 for the position is at Band L of the salary structure for the Tonga Public Service with a minimum of TOP\$ 19,490 to a maximum TOP\$ 29,230 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Property Officer	Name: (Vacant) Sign: Date :
10.2	Property Manager	Name: (Vacant) Sign: Date :
10.3	Deputy CEO - CSD	Name: Mrs Gladys Fukofuka Sign: Date :
10.4	CEO for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :

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.