

<b>Ministry:</b>	<b>Ministry of Finance</b>
<b>Division:</b>	Performance Framework Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Senior Executive Officer
<b>Position Number:</b>	FIN08104111100110005
<b>Reports to:</b>	Head of Performance Framework Section (PFS)
<b>Band:</b>	M
<b>Salary:</b>	\$ 15,120 - \$ 22,680
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To process recruitment, performance assessment and human resource management related tasks for all staff in assigned Division.</li> </ol>
<b>Accountabilities / Outcomes</b>	<ol style="list-style-type: none"> <li><b>1. Planning</b> <ul style="list-style-type: none"> <li>• Weekly individual work plan</li> <li>• Quarterly Training Plan for staff in assigned Division(s)</li> <li>• Recruitment/ PMS Schedule for assigned Division(s)</li> <li>• Performance Plan for all staff in assigned Division (s)</li> </ul> </li> <li><b>2. Organizing</b> <ul style="list-style-type: none"> <li>• Process Applications with proposed shortlisted staff and panelists send for CEO endorsement.</li> <li>• Interview session and report</li> <li>• PSC submission for staff in assigned Division</li> <li>• Performance appraisal for staff in assigned Division(s) with completed PMS forms and collated template</li> <li>• Prepare time sheet for contract wages.</li> </ul> </li> </ol>

	<p><b>3. Leading</b></p> <ul style="list-style-type: none"> <li>• Induction meeting with new recruit in assigned Division</li> <li>• Recruitment for vacant positions in assigned Division</li> <li>• PMS for all staff in assigned Division</li> </ul> <p><b>4. Controlling</b></p> <ul style="list-style-type: none"> <li>• Compilation of Ministry PMS collated template</li> <li>• Daily paid staff Contract</li> <li>• Employment contract</li> </ul> <p><b>5. Technical</b></p> <ul style="list-style-type: none"> <li>• Quarterly update training needs database from PMS forms</li> <li>• Prepare report on MOF in training needs and implementation plan</li> <li>• Provide monthly report on staff training</li> <li>• On the job training for new recruit for the Performance Framework Section</li> </ul> <p><b>6. Carry out any other duties as may be directed by the Chief Executive Officer for Finance</b></p>
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<b>Person Specification</b>
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<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Computer literate and well versed in Microsoft Office Word, Excel and Visio</li> <li>• Well organized and hardworking</li> <li>• Highly motivated and proactive</li> <li>• Must have good public relation and networking skills</li> <li>• Good communication skills, both English &amp; Tongan languages</li> <li>• Good analytical skills</li> <li>• Good work attitude and adaptable to changes</li> <li>• Honesty and integrity</li> <li>• Loyal to government</li> <li>• Must be committed to duties allocated, efficiently and effectively</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Ability to handle confidential Information</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience</li> <li>✚ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> <li>✚ Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Well versed in Microsoft Office Excel</li> </ul>

**Authorised by (sign and date)**

<b>Supervisor</b>	Name: Suliana Vi  Signature & Date:.....
<b>Deputy Secretary / HOD</b>	Name: Gladys Fukofuka  Signature & Date: .....
<b>Acting/CEO</b>	Name: Mrs. Pisila 'Otunuku  Signature & Date: .....
<b>Employee</b>	Name: Vacant  Signature & Date: .....