

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Financial Framework Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Deputy CEO
<b>Position Number:</b>	FIN08105111100110001
<b>Reports to:</b>	CEO
<b>Band:</b>	F
<b>Salary:</b>	\$ 42,000 - \$ 63,000
<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> <p>The Deputy is responsible to provide quality financial policy development and advice to Government through:</p> <ul style="list-style-type: none"> <li>• Government Debt and Asset Management Report</li> <li>• Support for LM's SUN System/Vision tool users and improve data integrity</li> <li>• Ensure overall management, supervision and coordination of the Financial Framework division and all its related activities</li> <li>• Provide policy advice on regulatory, financial and operational framework relevant to the management of government financial resources encompassing budgeting policies as well as the financial governance arrangements of government</li> <li>• Implementing and following up of Tonga's PFM Roadmap Action Plan</li> <li>• Reviewing of Public Finance Management Act and Treasury Instructions to make sure Public Funds are well managed</li> <li>• Ensure timeliness, relevancy, and quality of policies, directives, procedures and guidance provided by the Financial Framework Division.</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Planning: corporate and annual planning and budgeting, cash flow, procurement</b></p> <ul style="list-style-type: none"> <li>• FFD Corporate Plans/Annual Management Plans and Annual Report</li> </ul>

- Individual Work plan
- Plan of Action for implementation of Internal/External Audit/PAC recommendations and improvements of internal control
- Performance Plan for all FFD Staffs for the Financial Year
- Plan for strengthening of PFM including IFMIS and data integrity

**Organizing: division of labour, organization structures, procedures**

- FFD Customer Service
- Promote strengthening of financial governance arrangements in MDAs with increased responsibilities and accountabilities at MDAs level throughout government and consistent with the objectives of programed budgeting
- FFD records filed in a systematic manner and secure location
- Staff trained on policy pertaining to release of information

**Leading: communications with stakeholders, staff management and development Conduct weekly meeting, ensuring that staff understands their role, their contribution to the division**

- Update staff skills and knowledge both at the Ministries and Line Ministries level on Government financial rules and policies through forum, trainings, and meetings and on the job.
- FFD staff annual performance appraisal and award of annual increment in accordance with performance
- Provide advice on the development, reviewing, and managing Government Risk Management Framework
- regular team building social events
- Hand over and follow up actions as necessary when is on leave

**Controlling: monitoring & evaluation, correcting, reporting**

- Monitor progress on plan implementation through, chairing regular meeting of the division and conducting quarterly or more frequent reviews of performance under the programed objectives and operational priorities for the year for the division
- Performance appraisal of FFD's middle managers, updating of JDs, identifying staff training needs and staff development plan
- Advise the CEO/Minister for Finance and National Planning on regulatory, financial and operational frameworks relevant to Financial Management issues under the legislation and programs for which the Minister is responsible
- Provide advice on legislation amendments, regulations and Treasury Instructions for the enhancement of financial governance in government
- Provide advice on operational procedures and guidelines to enhance the collaborations with the Legislature (esp. Public Account Committee (PAC), Tonga Audit Office (TAO), and Internal Audit on government financial issues
- Provide advice on the development and management of Government Grant Policy, Procedures and Guidelines, and development of mechanisms of government discretionary payments

**Technical support to Divisional Planning: corporate and annual planning and budgeting**

- Medium Debt Strategy 2020/21 – 2022/23
- Government Asset Management Plan including guidelines, procedures and processes for reporting & decisions

	<p><b>Technical support to Divisional Organizing: division of labour, organization structures, procedures</b></p> <ul style="list-style-type: none"> <li>• FFD updated records filed in CSDRMS as secured locations</li> <li>• up to date Ministry wide induction material and training, with compiled record of inductions provided.</li> </ul> <p><b>Technical support to Divisional Leading: communications with stakeholders, staff management and development</b></p> <ul style="list-style-type: none"> <li>• FFD staff annual performance appraisal and award of annual increment in accordance with performance</li> <li>• Quarterly debt bulletin</li> <li>• Provide advice on the status of Public Debt and recommendations on the MTDS</li> </ul> <p><b>Technical support to Divisional Controlling: monitoring &amp; evaluation, correcting, reporting.</b></p> <ul style="list-style-type: none"> <li>• Annual Public Debt Bulletin.</li> <li>• Annual Government Asset Status Report</li> <li>• Meet with relevant LMs on related assets issues</li> <li>• Develop guidance and report performance information and indicators</li> <li>• Prepare Cabinet Submissions pertaining to FFD services</li> <li>• Provide advice on Public resources management</li> </ul> <p><b>Any other duties beyond those covered in FFD Outputs assigned and/or delegated by the CEO for Finance</b></p>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software</li> <li>• ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required)</li> <li>• ability to travel is required, and work after hours is sometimes necessary</li> <li>• must know SUN System, CSDRMS or any accounting package is desirable</li> <li>• good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings</li> <li>• ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments</li> <li>• very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings and draft clear documents with confidence in both countries</li> <li>• good work attitude and work well in a team environment</li> <li>• highly motivated and proactive</li> <li>• well organized and hardworking</li> <li>• honest, with high integrity and loyalty</li> <li>• loyalty to government</li> <li>• strong consultation and interpersonal skills</li> <li>• good leadership</li> <li>• attentive listening</li> <li>• supportive to divisional staff</li> </ul> <p><b>Desirable:</b></p>

<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>✚ PHD with at least 2 years' experience in <b>similar role</b> or 4 years' <u>relevant</u> work experience</li> <li>✚ Master degree with at least 4 years' experience in a <b>similar role</b> or 6 years' <u>relevant</u> work experience</li> <li>✚ Post Graduate Diploma with at least 6 years' experience in a <b>similar role</b> or 8 years' <u>relevant</u> work experience</li> <li>✚ Bachelors' degree with at least 8 years' experience in a <b>similar role</b> or 10 years' <u>relevant</u> work experience</li> </ul> <p><u>Qualification acceptable for this role must be in Finance, Accounting, or Professional Accounting from a recognised educational institution</u></p> <b>Desirable:</b>
<b>Authorised by (sign and date)</b>	
<b>Acting Deputy Secretary / HOD</b>	Name: Mrs 'Aivi Fakahua  Signature & Date: .....
<b>Acting/CEO</b>	Name: Ms Pisila 'Otunuku  Signature & Date: .....
<b>Employee</b>	Name: Vacant  Signature & Date: .....