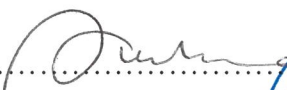



Ministry:	Ministry of Finance
Division:	Performance Framework Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Assistant Secretary
Position No:	08104111100110003
Reports to:	Head of Performance Framework Section
Band:	L
Salary:	\$ 19,490 – \$ 29,230
Job Purpose	<p>Ministry Profile Statement:</p> <p>The Ministry contributed directly to the following organizational outcomes:</p> <ul style="list-style-type: none"> ✦ Improved macroeconomic management & stability with deeper financial markets ✦ Closer public/ private partnership for economic growth ✦ More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities ✦ Appropriate decentralization of government administration with better scope for engagement with the public ✦ Improved collaboration with development partners ensuring programs better aligned behind government priorities ✦ More reliable, safe and affordable information and communication technology used in more innovative ways ✦ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <ol style="list-style-type: none"> 1. Provide more effective/ efficient recruitment, performance management system and progress reporting for assigned Divisions 2. Ensure a more coordinated Ministry staff development program with clear linkages to Corporate Plan (CP)/ Annual Management Plan (AMP) 3. Ensure staff development database and records for fast retrieval of information. 4. Provide better MFNP CP, AMP, Budget and Annual Report (AR).
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Assist the HoS to develop PFS Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast, staff structure, communication strategy and work procedures. 2. Develop individual weekly work plans/ calendar in accordance with AMP 3. Review the interview reports by HR staff 4. Assist the HoD in the development and production of the Ministry CP, AMP, Budget and Annual Report 5. Co-ordinate the PMS/ recruitment/ flow charting processes for the Divisions: EFPD, ARDD and BD 6. Lead the administrative role for staff in assigned Divisions. 7. Any other task(s) as delegated by CEO for Finance
Person Specification	

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Fluency in Tongan and English with good reading, written and oral skills • Effective/ Efficient communication and networking skills • Demonstrated ability to work as part of a cohesive team • Ability to handle confidential information and deal with difficult customer • Data analysis and reporting skills • Good work attitude and adaptable to changes • Well organized and hardworking • Highly motivated and proactive • Must be committed to duties allocated, efficiently and effectively <p>Desirable:</p> <ul style="list-style-type: none"> • Positive thinking & influential
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✦ Relevant degree + up to 3 years' <u>work experience</u> ✦ Relevant diploma + 3 years' <u>relevant</u> work experience ✦ Relevant certificate/trade/technical qualification + 5 years' experience in a <u>similar role</u> ✦ Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) <p>Desirable:</p> <p>Knowledgeable of Results Management</p>
Authorised by (sign and date)	
Supervisor: Principal Assistant Secretary	<p>Name: Suliana Vi</p> <p>Signature & Date:.....</p>
Deputy Secretary / HOD	<p>Name: Gladys Fukofuka</p> <p>Signature & Date: </p>
ACEO	<p>Name: Pisila Matafahi Otunuku</p> <p>Signature & Date: </p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

