

Ministry:	Ministry of Finance
Division:	Project and Aid Management Division (PAMD)
Location:	St. George Building (Nuku'alofa)
Job Title:	Chief Economist
Position Number:	FIN08203111100110002
Reports to:	Deputy CEO – PAMD
Band:	H
Salary:	\$33,600 - \$50,400
Job Purpose	<p>Ministry Profile Statement:</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> <p>The Chief Economist is to assist the Deputy CEO in the efficient and effective delivery of the outputs delegated to the Division in the Ministry's Corporate Plan.</p>
Accountabilities / Outcomes	<p>JD Outputs associated with CP Output:</p> <p>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</p> <p>Planning: corporate and annual planning and budgeting, cash flow, procurement</p> <ul style="list-style-type: none"> ➤ Formulate individual work plan and plan of action. ➤ Lead the divisions draft contribution to the Corporate Plan and Budget ➤ Lead the divisions draft contribution to the AMP with KPIs for the year ➤ Lead the divisions draft contribution to the Annual Cash flow ➤ Lead the divisions draft contribution to the Annual Procurement Plan

- Lead the divisions draft contribution to the Annual Asset management plan
- Lead the divisions draft contribution to the Risk Management Plan
- Lead the divisions draft contribution to the Staff Development
- Lead the divisions draft contribution to the Division responsibility map
- Lead the divisions draft contribution to the Division org structure
- Lead the divisions draft contribution to the Annual leave Plan
- Lead the divisions draft contribution to the Coms Strategy

Organizing: division of labour, organization structures, procedures.

- Develop an induction Program for all new staff, including admin and technical SOPs and working ethos of MoF, with a test of their understanding to be administered after the induction
- Develop M & E for TA with clear TOR and supervision of all TAs to the Division with transfer of knowledge
- Develop Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in Division with clear numbering
- Develop Information Management Framework (base on MFD Framework), clearly identifying all types of records, data, documents and other information that the Division is responsible for collecting, producing and storing, with clear systems for their efficient storage and retrieval (includes file structure, database, paper files...)
- Leading: communications with stakeholders, staff management and development.
- Well drafted press releases and issue of data and information to be made public
- Develop M & E for HoD & Divisional meetings
- Develop and monitor hand over notes for staff on leave
- Draft Monthly report on staff attendance, leave, travel and training
- Leading: communications with stakeholders, staff management and development.
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- Develop M & E for HoD & Divisional meetings
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- Draft Monthly report on staff attendance, leave, travel and training

JD Outputs associated with CP Output:

08.3.03-02: Better platform for aid management, effectiveness and harmonization.

	<ul style="list-style-type: none"> ➤ Serve as CCDRM focal officer ➤ Organise the UNDP and UN agencies Tonga Coordination Meetings with clear agenda, outputs and minutes ➤ Organise the Sector/Pillar Meetings with clear agenda, outputs and minutes ➤ Maintain the progress of the GFC ➤ Lead in facilitating the Economic and Social Recovery (ESR) cluster meetings <p>JD Outputs associated with CP Output:</p> <p>08.3.03-03: Better project cycle system to formulate, appraise, approve, monitor and report on projects.</p> <ul style="list-style-type: none"> ➤ Organize CDCC with clear agenda, outputs and minutes ➤ Draft the CDCC quarterly Report and report to Cabinet ➤ Coordinate submissions to the CDCC from the division for tabling ➤ Update the project cycle with agreed formats and reporting timeline ➤ Monthly reconciliation of the AIMS and monthly reporting ➤ Quarterly Report of Project Physical and Financial Status ➤ Draft project acquittal reports for relevant donor ➤ Ensure the contribution for the UNDP and UN family are incorporated into the budget process ➤ Project, development expenditure and aid management component in Budget Strategy, Statement and Estimates ➤ Secretariat support and participation in project steering committees
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software ➤ ability to draft clear well-articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) ➤ ability to travel is required, and work after hours is sometimes necessary ➤ good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings ➤ ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments

	<ul style="list-style-type: none"> ➤ 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 ➤ good work attitude and work well in a team environment ➤ highly motivated and proactive ➤ well organized and hardworking ➤ honest, with high integrity and loyalty ➤ loyalty to government ➤ strong consultation and interpersonal skills
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Master Degree with at least 2 years working experiences in a similar role OR at least 4 years relevant working experience. ✚ Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience. ✚ Bachelor degree with at least 5 years' working experiences in a similar role or at least 8 years relevant working experiences. <p><u>Qualification acceptable for this role must be in Commerce, Economics, or Business from a recognized educational institution.</u></p>
Authorised by (sign and date)	
Deputy CEO/ HOD - PAMD	Name: Ms 'Ilisapesi T.S. Baker Signature & Date:
A/CEO for Finance	Name: Ms. Pisila 'Otunuku Signature & Date:
Employee	Name: Vacant Signature & Date: