

POST DESCRIPTION		
1	Ministry of Finance & National Planning	
2	Job Title: Deputy Chief Executive Officer (CEO), Projects and Aid Management Division (PAMD).	
3	Band F (Level 2)	Post Number: 1 Location: Nuku'alofa (TDB)
4	<p>Job Purpose: To provide quality economic and financial management advice to government through;</p> <p>i) Ensuring overall management, supervision and co-ordination of the Projects and Aid Management Division and all its related activities.</p> <p>ii) Providing policy advice on coordination and management of external aid resources to Tonga either via the government system or not and how to improve the existing system.</p> <p>iii) Ensuring the timeliness, satisfactory and quality of data/ customer services/ reports provided and reported by the Projects and Aid Management Division.</p> <p>iv) Carefully monitoring the progress of the implementation for the programs/ project in order to avoid any predicaments which may have fiscal implication.</p> <p>v) Development a platform on how to improve the aid effectiveness in Tonga ensuring closely integration of donors' strategies to the national development priorities.</p>	
5	Job Outputs	Performance Indicators

5.1	<p>Planning</p> <p>1. Management of the Division (PAMD).</p> <p><i>Output:</i></p> <ul style="list-style-type: none"> • Better customer service and conducive working environment. • Practical or sound corporate Plans/Annual Management Plan and Annual Report. • Monitor progress on plan implementation through chairing regular meeting of the division and conduct quarterly reviews of performance under the divisional management plan. • Meet with relevant stakeholders on management issues. 	<p><i>Quality:</i></p> <ul style="list-style-type: none"> • No. of complaints from customers. • PAMD stated key performance indicators achieved. <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • PAMD outputs delivered within specified timeline.
5.2	<p>Organizing</p> <p>1. Staff Development.</p> <p><i>Output:</i></p> <ul style="list-style-type: none"> • Strong and knowledgeable staff. • Better training program attended and conducted. • Develop and maintain capability for donor liaison including participating in aid meetings including bilateral meeting and donor forum etc. • Develop and maintain capability in project planning/management, project appraisal/prioritization, project monitoring/evaluation and progress reporting in terms of results. 	<p><i>Quality:</i></p> <ul style="list-style-type: none"> • Percentage of stated objectives achieved. <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • Annual/Quarterly divisional report.

5.3	<p>Leading</p> <p>1. Compliance. <i>Outputs:</i></p> <ul style="list-style-type: none"> • Effective mechanism for project planning and management, project appraisal/prioritization, monitoring/evaluation and progress reporting. • Effective mechanism for donor liaison such as bilateral meeting, donor forum consultations etc. • Clear articulation of costs in the procurement plans and exhausting the allocated resources on an effort to achieve the TSDF stated objectives. <p>2. Management of official external aid to Tonga. <i>Outputs:</i></p> <ul style="list-style-type: none"> • Better coordination of Aid Strategies, Policies and Procedures integration with government national priorities. • Strong alignment government’s priorities to planning/budgeting processes. • Negotiations with DPs on proposed development projects/programmes. 	<p><i>Quality:</i></p> <ul style="list-style-type: none"> • Increased number of well formulated projects processed through Project and Aid Coordination Committee (PACC), approved and funded by Development Partners) DPs. <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • Projects implemented in a timely basis as needed. <p><i>Quality:</i></p> <ul style="list-style-type: none"> • Increased number of well articulated/ formulated projects processed through PACC, approved and funded by DPs. • Duplication minimized. <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • Reports prepared in a timely basis as needed.
5.4	<p>Controlling</p> <p>1. Projects and Aid Management Information System supporting the policy advisory role and effective monitoring of projects. <i>Output:</i></p> <ul style="list-style-type: none"> • Good updated and comprehensive database and good production of data presentation. • Accurate data produce for the report on donor funding (cash and inkind) for the budget statement/ estimated. 	<p><i>Quality:</i></p> <ul style="list-style-type: none"> • Up to date and 100% accuracy. <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • Reporting meet specified timeline.

5.5	<p>Technical</p> <p>1. Policy Advice. Outputs:</p> <ul style="list-style-type: none"> • Advise the sound policy to CEO/ Minister on Projects and Aid Management issues under the legislation and programmes for which the Hon. Minister is responsible. • Practical advice on any legislation amendments • Comprehensive Cabinet submission pertaining to donor coordination and management issues. <p>2. Administering Tonga’s shareholdings and subscriptions. Output:</p> <ul style="list-style-type: none"> • Good updated data/information on the shareholdings and subscription. <p>3. Manage Technical Assistance to PAMD. Output:</p> <ul style="list-style-type: none"> • Good team work with Technical Assistants and clear exist strategy with proper transfer of know how. 	<p>Quality:</p> <ul style="list-style-type: none"> • Aid Strategies/Policies approved. • Recommendations on policies and strategies are approved. <p>Timeliness:</p> <ul style="list-style-type: none"> • Outputs delivered in a timely manner. <p>Quality:</p> <ul style="list-style-type: none"> • Up to date and 100% accuracy. <p>Timeliness:</p> <ul style="list-style-type: none"> • Payment made prior to deadline. <p>Quality:</p> <ul style="list-style-type: none"> • Well articulated TOR approved. • Recommendations from mission report approved and implemented. <p>Timeliness:</p> <ul style="list-style-type: none"> • TOR completed within agreed timeline.
5.6	<p>Any other duties assigned and/or delegated by the Secretary for Finance & National Planning</p> <p>Output:</p> <ul style="list-style-type: none"> • Good delivery. 	<p>Quality:</p> <ul style="list-style-type: none"> • 100% complete and accurate. <p>Timeliness:</p> <ul style="list-style-type: none"> • Meet specified timeline.
6	Reports Directly to:	Chief Executive Officer for Finance & National Planning
7	PERSONAL SPECIFICATION	

7.1	Special Skills:	<ul style="list-style-type: none"> • Very highly developed policy oriented skills. • Very highly developed analytical skills. • Very advanced computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint, SunSystem etc).
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Highly proficient communication skills. Fluent in both Tongan and English languages (written and spoken). • Very high negotiation skills.
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Strong work attitude • Very highly self-motivated • Very strong consultation and interpersonal skills • Loyal and hardworking • High ability to work both independently and as part of a small team • Honesty and integrity • Must be committed to duties allocated, efficiently and effectively.
7.4	Minimum Qualification & Work Experience :	<p>- Bachelor Degree in Economics, Development Studies, International Relations or related field from a recognized tertiary institution with at least 7 years in a senior management position with work experience in the area of policy and advice working in Economics, Finance, Planning, Public Relation or similar institutions OR</p> <p>-Master Degree in Economics, Development Studies, International Relations or related field from a recognized tertiary institution with at least 5 years in a senior management position with work experience in the area of policy and advice working in Economics, Finance, Planning, Public Relation or similar institutions.</p> <p>Desirable -At least 3 years experience for a Master Degree at area of policy analysis and advice working in Economics, Finance and Planning or Public Relation or similar area</p>
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Deputy CEO for Finance and National Planning – Project and Aid Management Division	<p>Name: Vacant</p> <p>Sign:</p> <p>Date :</p>

8.2	Chief Executive Officer	Name: Balwyn Fa'otusia Sign: Date :
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