

POST DESCRIPTION		
1	Ministry: Finance & National Planning	
2	Job Title: Chief Clerk, Sub-Treasury Vava'u, Treasury Division	
3	Level: 12/11 Band: N	Post Number: 5 Location: Sub-Treasury Vava'u
4	<u>Purpose:</u> <ul style="list-style-type: none"> • Manage Main Treasury Vote Books • Carry out vote reconciliations with Line ministries office in Vava'u 	
5	Key Results Area <ul style="list-style-type: none"> • Vote Books 	Performance Indicators At least 80% accuracy, 80% timeliness, 80% compliance with policy
5.1	Core Duties <ul style="list-style-type: none"> • Manage the main Treasury vote books. • Ensuring at the beginning of the financial year that all approved votes are registered in the respective line ministries Treasury vote books (Main Vote) • Ensuring Treasury vote books are updated on a regular basis. • Carry out vote reconciliation with line ministries and ensuring this is done on a regular basis • Regular reporting to Sub-Treasurer on outcomes of reconciliation • Ensuring Line ministries are advise promptly on insufficient votes 	<ul style="list-style-type: none"> ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline

	<ul style="list-style-type: none"> • Recommending to Sub-Treasurer ways to improve vote reconciliation, when necessary 	<ul style="list-style-type: none"> ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline
	<ul style="list-style-type: none"> • Reporting to Sub-Treasurer on any other issue related duties performing 	<ul style="list-style-type: none"> ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline
5.2	<ul style="list-style-type: none"> ➤ and carry out any other duties as may be directed by the Sub-Treasurer Vava'u or the CEO for Finance & National Planning 	<ul style="list-style-type: none"> ➤ At least 80% accuracy and complete ➤ 80% compliance with policy ➤ meet specified timeline
6	Reports Directly to:	Sub-Treasurer Vava'u
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, etc) • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills.
7.2	Minimum Qualification and Experience	<ul style="list-style-type: none"> -Certificate or higher in Accounting, IT, Management or related field from a recognized Institution plus 3 years of work experience in government OR; - Pass in PSSC or its equivalent plus 8 years of work experience in government OR; - Pass in TSC or its equivalent plus 10 years of work experience in Government OR; - Must have met the entry requirement for the public service with at least 15 years working experience at Clerical level of the Public Service.
POSITION COMPETENCIES		
8	Core Behavioral Competencies	Key Performance Standards

8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.

8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	The salary is at Band N of the Public Service salary structure with a minimum of \$11,760 to a maximum of \$17,640. Annual increment will be performance based. Entry point will depend on qualification and work experience.	
10	ENDORSEMENT	
10.1	Chief Clerk	Name: Vacant Sign: Date :
10.2	Sub-Treasurer Vava'u	Name: Mr Samuela Fakatou Sign: Date :
10.3	Deputy Secretary (Treasury Division)	Name: Mrs Makeleta Siliva Sign: Date :
10.4	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :