

Ministry/Department: MINISTRY OF FINANCE		
Job Title: Watchman, Sub-Treasury Vava'u		
Band: S	Post Number: 1	Location: Vava'u
<u>Purpose:</u>		
<ul style="list-style-type: none"> To provide and ensure the safety of employees and staffs and also to maintain the security of the property in a twenty four hours shift 		
Key Results Area		Performance Indicators
1. Shift for after hours only from Monday to Sunday (inclusive).		<ul style="list-style-type: none"> Report on all activities in and around the property Report to be completed daily during your working hours At least 80% accurate and complete report
2. Ensuring that the maintenance of a log book to be kept with a daily record of who enters and leaves the premises after official office hours		<ul style="list-style-type: none"> Report on all activities in and around the property Report to be completed daily during your working hours At least 80% accurate and complete report
3. Ensure that all main doors are properly locked as such time as directed by the sub-treasurer.		<ul style="list-style-type: none"> Report on status of locked gates and any attempted entry Report to be completed daily during your working hours At least 80% accurate and complete report
4. Ensuring that the members of the general public be allowed to enter designated areas in accordance with security process and procedures		<ul style="list-style-type: none"> Report on any member of the public enter other restricted areas Report to be completed daily during your working hours At least 80% accurate and complete report
5. Ensuring that all office external doors and windows are properly locked after all authorized personnel vacated their principal place of business		<ul style="list-style-type: none"> Report on any member of the public enter other restricted areas Report to be completed daily during your working hours At least 80% accurate and complete report
6. Ensuring that no members of the general public enter the client's principal place of business after official hours as designated by the client		<ul style="list-style-type: none"> Weekly report on all activities in and around the property Report to be received by noon of every Monday. 80% accurate of the report
7. Ensuring that all assets, equipment inclusive, within the Client's principal place of business are not removed from the premises without the proper approval		<ul style="list-style-type: none"> Weekly report on all activities in and around the property Report to be received by noon of every Monday. 80% accurate of the report
8. Perform any other tasks delegated by the sub-treasurer or DCEO Treasury		<ul style="list-style-type: none"> As required Complete the task within specified time line

Reports Directly to:		Sub-Treasurer Vava'u
PERSON SPECIFICATION FOR THIS POST		
Communication and Language Skills:		<ul style="list-style-type: none"> • Good communication skills. Can speak in both Tongan and English
Minimum Qualification and Experience:		<ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 <p>*exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</p>
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 ○ Focuses on benefits and ways of overcoming obstacles
8.2	Interpersonal Skills / Teamwork / Collaboration	<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 organisation to further the goals of the organisation. ○ 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
8.3	Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> ○ Seeks to achieve high quality results which are in the best interest of the organisation ○ Uses honesty and appropriate disclosure with customers, employees, and management. ○ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action to deliver results. ○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance ○ Thinks outside of the box to achieve the best results for an internal/external customer.
8.4	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, apologizes and makes suitable and timely amends. ○ Treats all clients with respect and cultural awareness

8.5	Judgement	<ul style="list-style-type: none"> ○ Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. ○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss
9	The salary for the position is at Band S of the salary structure for the Tonga Public Service with a minimum of TOP\$ 6,720 to a maximum TOP\$ 10,080 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Watchman	Name: Vacant Sign: Date :
	Property Manager	Name: Siosifa Lauti Fe'iloakitau Sign: Date :
10.2	Head of Treasury: DCEO for Finance	Name: Mrs Makeleta T Siliva Sign: Date:
10.3	CEO for Finance	Name: Mrs Kilisitina Tuamei'api Sign: Date: