

Ministry:	Ministry of Finance
Division:	Finance Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Executive Officer
Position Number:	FIN08104211100110007
Reports to:	Head of Finance Section
Band:	O
Salary:	\$10,382 – 15,574
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> <ol style="list-style-type: none"> 1. TO PROVIDE ASSISTANT TOWARDS ADMINISTRATIVE DUTIES SUCH AS FILING, PHOTOCOPYING AND DELIVERY OF IMPORTANT & URGENT LETTERS AND TELEPHONE RECEPTION.
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> ➤ Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast); <p>Leading</p> <ol style="list-style-type: none"> 1) Communicating 2) Motivating 3) Developing <p>Organizing</p> <ul style="list-style-type: none"> ➤ Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette. <p>Controlling</p> <ol style="list-style-type: none"> 1. Monitoring 2. Evaluating 3. Correcting

	<p>4. Reporting</p> <p>Technical</p> <p>Asset and Building Management</p> <ol style="list-style-type: none"> 1. Assist to maintain/update MOF electronic Asset Register 2. Assist in drafting the Asset Maintenance and disposal plan <p>MOF Stock and inventory management</p> <ol style="list-style-type: none"> 1. Assist with the stock Register updated weekly, and report to HoD including recommendation of goods to be ordered <p>Purchase orders</p> <ol style="list-style-type: none"> 1. Assist to prepare manual orders 2. Assist to process payment vouchers <p>Comply with file management procedures and good records keeping procedures.</p> <p>To carry out any other duties assigned by the supervisor, head of CSD, and/or the CEO for Finance.</p>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills. • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Fluent communication skills both in speaking and writing in English and Tongan • Good work attitude • Highly motivated • Well organized and hardworking • Honest • Loyalty to government • Efficient and effective <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • Current TPS employee with 5 years' experience in a similar role (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>

Authorised by (sign and date)

Accountant	Name: Mr. Va'inga Pongi Signature & Date: 12/1/2024
Deputy Secretary / HOD	Name: Mrs. Gladys Fukofuka Signature & Date: 12/1/2024
CEO for Finance	Name: Mrs. Kilisitina Tuamei'api Signature & Date: 12/1/24
Employee	Name: Vacant Signature & Date:



