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| <b>Ministry:</b>                   | <b>Ministry of Finance</b>   |
| <b>Division:</b>                   | Checking Section, Treasury Division (TOD)  |
| <b>Location:</b>                   | SGGB, Nuku'alofa   |
| <b>Job Title:</b>                  | Chief Clerk  |
| <b>Position Number:</b>            | FIN08303111100120006   |
| <b>Reports to:</b>                 | Supervisor   |
| <b>Band:</b>                       | N  |
| <b>Salary:</b>                     | \$12,718 - \$19,079  |
| <b>Job Purpose</b>                 | <p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• Check and register of labour wages, contracts, preparing bank deductions and cheques pay out</li> <li>• Any other duties assigned by the supervisor, deputy Secretary for Finance (Treasury) or CEO for Finance.</li> </ul> |
| <b>Accountabilities / Outcomes</b> | <p>1. Check and register of labour wages<br/><u>Outputs</u></p> <ul style="list-style-type: none"> <li>• No of labour wages processed and approved</li> </ul> <p>2. Check and register of contracts<br/><u>Outputs</u></p> <ul style="list-style-type: none"> <li>• No. of contracts registered</li> </ul> <p>3. Check and register of part time instructors<br/><u>Outputs</u></p> <ul style="list-style-type: none"> <li>• No. of instructor register</li> </ul> <p>4. Preparing of bank deductions<br/><u>Outputs</u></p> <ul style="list-style-type: none"> <li>• All ministries bank deductions are u dated weekly</li> </ul>   |

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|                                      | <p>5. Register of cheques pay out in the cashier</p> <p><u>Outputs</u></p> <ul style="list-style-type: none"> <li>• No, of cheques registered daily and weekly</li> <li>• Inputting all cheques pay out from Treasury</li> </ul> <p>6. Daily delivery of bank cheques on salary and related payment to the Banks</p> <p>7. Maintain proper filing system for payroll vouchers</p> <p><b>8. Carry out any other duties as may be directed by the supervisor, head of Treasury and CEO for Finance.</b></p>  |
| <b>Person Specification</b>          |  |
| <b>Skills and Abilities</b>          | <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, etc)</li> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> <li>• Positive work attitude and can work well in a team setting.</li> <li>• Highly motivated and maintain confidentiality of information</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul> |
| <b>Qualifications and Experience</b> | <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Diploma Level 5/ 6 TNQAB framework in relevant field</li> <li>• Certificate level 4/trade/technical qualification + 2 years' relevant work experience</li> <li>• Form 7 + 4 years' relevant work experience</li> <li>• PSSC + 7 years' relevant work experience</li> <li>• 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)</li> </ul>   |
| <b>Authorised by (sign and date)</b> |  |
| <b>Supervisor</b>                    | <p>Name: Mr. Samuela Vivili</p> <p>Signature &amp; Date:</p>   |
| <b>A/Deputy CEO/ HOD- TOD</b>        | <p>Name: Ms. Veisia Rose Mafi</p> <p>Signature &amp; Date:</p>   |

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| <b>CEO for Finance</b> | Name: Mrs. Kilisitina Tuamei'api<br><br>Signature & Date: |
| <b>Employee</b>        | Name: Vacant<br><br>Signature & Date:                     |