



**MINISTRY OF FINANCE**  
Government of Tonga

## SAVINGRAM

**To:** Chief Executive Officer Public Service Office Commission  
**From:** Chief Executive Officer for Finance

**Reference No.:** 15S/752


**Date:** 04/08/2023

**Re: Recommend for Endorsement of Attached Job Description (JD's) to be  
Advertised, Ministry of Finance.**

Please find attached is the signed Job Description and Staff Structure for Ministry of Finance including Vacant posts for endorsement of Salary Band as shown on the table below;

| No. | Vacant Position | Band | Divisions              | Vacated by          | Status   |
|-----|-----------------|------|------------------------|---------------------|--|
| 1   | Driver          | R    | Sub-Treasury<br>Vava'u | Suliasi<br>Lavemaau | JD send to PSC for<br>endorsement of band<br>and Minimum<br>requirements |

The kind assistance of your good office will be greatly appreciated,

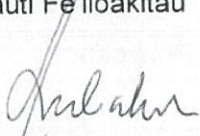
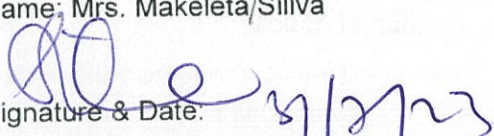
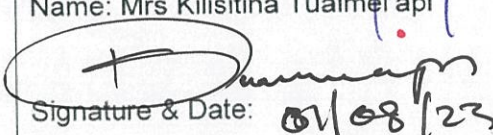
  
S. 'Eti Teumohenga,  
for Chief Executive Officer for Finance.



SET:tn



|                                    |   |
|------------------------------------|---|
| <b>Ministry:</b>                   | <b>Ministry of Finance</b>  |
| <b>Division:</b>                   | Sub Treasury Vava'u, Treasury Division (TOD)  |
| <b>Location:</b>                   | Vava'u  |
| <b>Job Title:</b>                  | Driver  |
| <b>Position Number:</b>            | FIN083031111001200010   |
| <b>Reports to:</b>                 | Sub-Treasurer Vava'u  |
| <b>Band:</b>                       | R   |
| <b>Salary:</b>                     | \$7,787 - \$11,680  |
| <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>• To provide trans off services for Sub-Treasury - Vava'u</li> </ul> |
| <b>Accountabilities / Outcomes</b> | <p>Provide effective/efficient delivery services of all correspondences and collection of goods</p> <ul style="list-style-type: none"> <li>• Provide effective/efficient transport for staff attending meeting/official function/and overtime work</li> <li>• Weekly submission of completed log book for inspection and signature of supervisor</li> <li>• Look after the vehicle e.g., check oil and water levels, and tyres, etc</li> <li>• Maintaining vehicle in good and clean condition</li> <li>• Report any damages that may occur to the vehicle</li> <li>• Send and deliver correspondences/messages and make sure that the delivery register is signed by recipient</li> <li>• Provide transport for Ministry's staff; attending meeting etc.</li> <li>• Provide transport for mission team/guests of the Ministry/Government</li> <li>• Complete the log book for the specific vehicle driven</li> </ul>   |

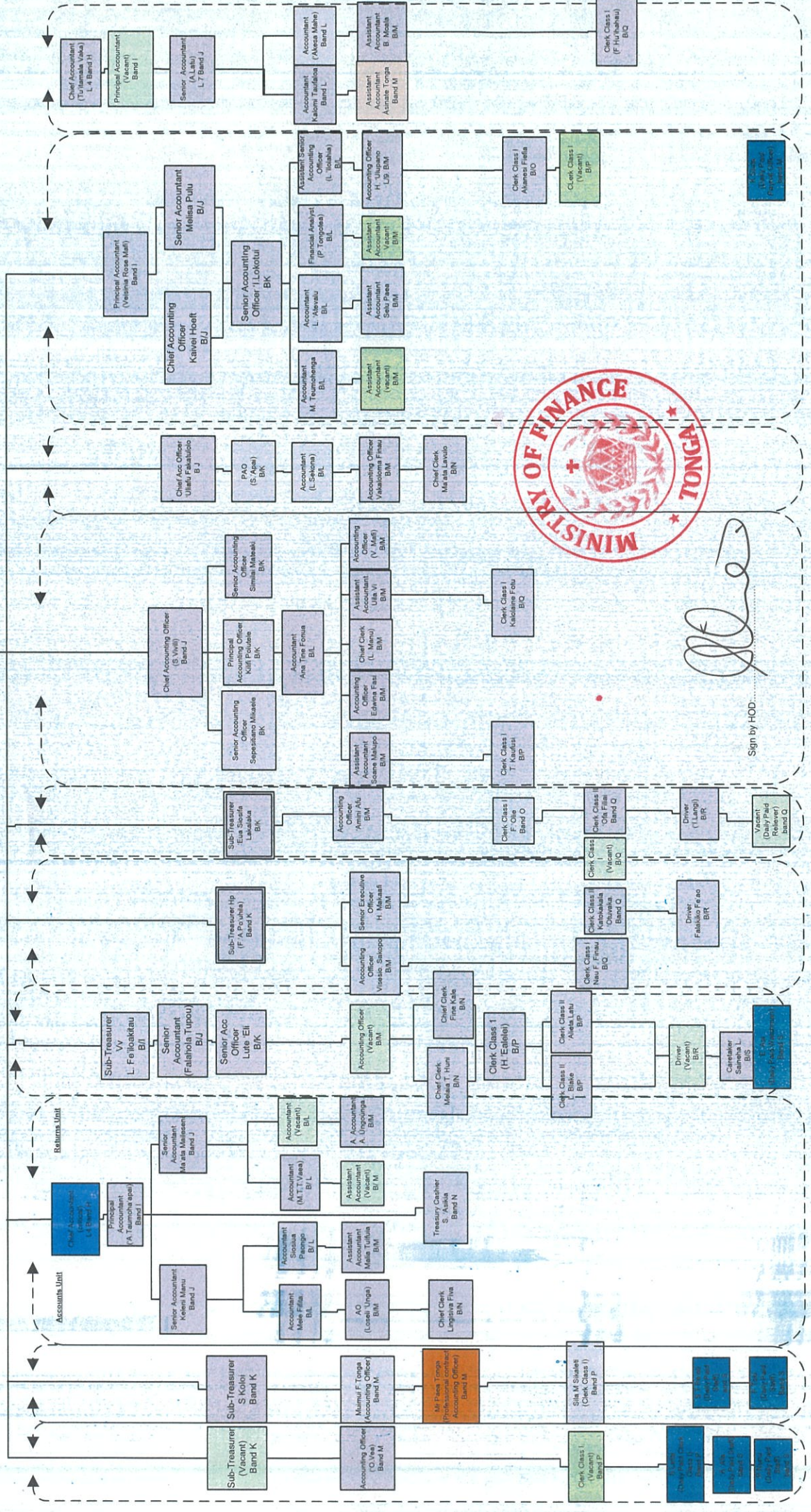
|                                      |   |
|--------------------------------------|---|
|                                      | <ul style="list-style-type: none"> <li>• Look after the vehicle e.g. check oil and water levels, and tyres etc.</li> <li>• Maintaining vehicle in good and clean condition</li> <li>• Report any damages that may occur to the vehicle</li> <li>• Perform any other tasks delegated by the Sub Treasurer- or CEO for Finance</li> </ul>                                       |
| <b>Person Specification</b>          |   |
| <b>Skills and Abilities</b>          | <b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good public relation and Ability to travel and work after hours would be an advantage</li> <li>• Fluent communications skills both in speaking and writing especially in Tongan language</li> <li>• Team work and good inter-personal</li> <li>• Good time management</li> </ul> |
| <b>Qualifications and Experience</b> | <b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Form 6 PSSC or equivalent of Certificate level 2</li> </ul> <p>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>                        |
| <b>Authorised by (sign and date)</b> |   |
| <b>Supervisor</b>                    | Name: Mr. Siosifa Lauti Fe'iloakitau<br>Signature & Date:  31/7/23  |
| <b>Deputy CEO/ HOD- TOD</b>          | Name: Mrs. Makeleta Siliva<br>Signature & Date:  27/7/23  |
| <b>CEO for Finance</b>               | Name: Mrs Kilisitina Tuaimeli'api<br>Signature & Date:  01/08/23  |
| <b>Employee</b>                      | Name: Vacant<br>Signature & Date:   |



Treasury Division

Deputy Secretary for Finance  
(Ma'atua Sina)  
B/F

- Key:**
- Proposal
  - Vacant
  - Filled Posts / Compassionate / Study Leave
  - Contract Professional Contract
  - Contract



Sign by HOD.....

Development Unit  
 Payroll Unit  
 Revenue/Note Unit  
 Collection  
 Sub-Unit  
 Sub-Unit  
 Sub-Unit  
 Sub-Unit  
 Finance/Reporting Section  
 Sub-Unit

