

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Finance Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Executive Officer
<b>Position Number:</b>	FIN08104211100110007
<b>Reports to:</b>	Head of Finance Section
<b>Band:</b>	O
<b>Salary:</b>	\$10,901 – 16,353
<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> <ol style="list-style-type: none"> <li>1. To assist the Head of Division (HoD) in the preparation, implementation and monitoring and evaluation of the Ministry performance against the approved budget in relation to the Corporate Plan</li> <li>2. To ensure compliance of Ministry budget performance against the Public Financial Management Act, Treasury Instructions, Public Service</li> <li>3. Commission (PSC) Act and other relevant Acts, Regulations and Financial Instructions</li> <li>4. Ensure timely reporting to HoD in relation to Ministry Budget, Procurement, Assets and other financial operations of the Ministry.</li> <li>5. Ensure proper database and records management is in place</li> </ol>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast)</li> </ol> <p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette.</li> </ol>

	<p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1) Communicating</li> <li>2) Motivating</li> <li>3) Developing</li> </ol> <p><b>Controlling</b></p> <ol style="list-style-type: none"> <li>1. Monitoring</li> <li>2. Evaluating</li> <li>3. Correcting</li> <li>4. Reporting</li> </ol> <p><b>Technical</b></p> <ol style="list-style-type: none"> <li><b>1. Asset and Building Management</b> <ul style="list-style-type: none"> <li>• Assist to maintain/update Quarterly and Annually MOFin electronic Asset Register</li> <li>• Assist in drafting the Asset Maintenance and disposal plan</li> </ul> </li> <li><b>2. MFNP Stock and inventory management</b> <ul style="list-style-type: none"> <li>• Assist with the stock Register updated weekly, and report to HoD including recommendation of goods to be ordered</li> </ul> </li> <li><b>3. Purchase orders</b> <ul style="list-style-type: none"> <li>• Assist to process payment vouchers</li> <li>• Assist with processing Government Contribution and Subscriptions</li> </ul> </li> <li><b>4.Reconciliation</b> <ul style="list-style-type: none"> <li>Telephone and Internet for all ministry</li> <li>Quarterly GPO for Tonga Power Board</li> </ul> </li> </ol> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Facilitate maintenance for the office building</li> <li>• Comply with file management procedures and good records keeping procedures.</li> <li>• To carry out any other duties assigned by the supervisor, head of CSD, and/or the CEO for finance and planning</li> </ul>
<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>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> <li>• Fluent communication skills both in speaking and writing in English and Tongan</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honest</li> <li>• Loyalty to government</li> </ul>

	<ul style="list-style-type: none"> <li>• Efficient and effective</li> </ul>
	<p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Certificate level 4 + 1 years' work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' work experience</li> <li>• Form 6 PSSC or equivalent of Certificate level 2 + 6 years' 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> <p>• <b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: Ms. Losaline 'Afeaki</p> <p>Signature &amp; Date: <i>[Signature]</i></p>
<b>Deputy Secretary / HOD</b>	<p>Name: Mrs. Gladys Fukofuka</p> <p>Signature &amp; Date: <i>[Signature]</i></p>
<b>CEO for Finance</b>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date: <i>[Signature]</i> 30/01/20</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>

