

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Budget Division (BD)
<b>Location:</b>	Nuku'alofa
<b>Job Title:</b>	Chief Economist (Operation)
<b>Position Number:</b>	FIN08202111100110002
<b>Reports to:</b>	Deputy CEO for BD
<b>Band:</b>	H
<b>Salary:</b>	\$34,608 – \$51,912
<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>• Assist the Deputy CEO BCPD in ensuring that the core functions of the division are delivered effectively and efficiently thereby add value to the overall mandate of the Ministry which is outlined in its Corporate Plan and Budget:</li> <li>• Development and coordination of the overall Budget formulation process and the subsequent analysis of Budget implementation;</li> <li>• Review, assess and report on overall ministries' budget (revenue and expenditure) requests after ensuring it is in-line with priorities and within estimated budget;</li> <li>• Assist with the drafting of the Budget Strategy and Budget Guidelines, and coordinating submission to Cabinet, and the distribution of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and programme budget templates to each Ministry.</li> <li>• Lead the review of the completed budget submissions to ensure it is in line with Government's medium- and longer-term objectives and priorities (under TSDF II), the Budget Guidelines, and the fiscal and economic position and to ensure allocative efficiency achieved and provide recommendations to the HoD for consideration.</li> <li>• Coordinating the process of preparation of the Programme Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee;</li> </ul>

	<ul style="list-style-type: none"> <li>• Drafting end of year status report and assist with drafting the quarterly and mid-year status report based on reviews/analysis of MDAs' budget performance with recommendations on appropriate fiscal measures.</li> </ul> <p>Lead the assessment of the short, medium and long-term cash flow forecasts and raised with the HoD any critical issues identified for further discussion of way forward.</p>
<b>Accountabilities / Outcomes</b>	<p><b>Planning: assist and coordinate the Division's contribution towards the Ministry's corporate and annual planning and budgeting, cash flow, procurement</b></p> <ul style="list-style-type: none"> <li>• Divisions contribution to the Ministry's Corporate Plan and Budget</li> <li>• Division's contribution to the Ministry's Stakeholder Communications Strategy</li> <li>• Division Draft Annual Management Plan and staff plans with SMART KPIs and M&amp;E built in</li> <li>• Division's contribution to the Ministry's Annual Cash Flow Forecast</li> <li>• Division's contribution to the Ministry's Annual Procurement Plan</li> <li>• Division's contribution to the Ministry's Risk Management Strategy</li> <li>• Division's contribution to the Ministry's Staff Development Plans, taking account CP gap analysis, sPMS and related SOPs and other tests feeding into Training Needs Assessment</li> </ul> <p><b>Organizing: contributes to the division of labour, divisional structure, procedures</b></p> <ul style="list-style-type: none"> <li>• Draft Staff Responsibility Map with clear linked to the allocated responsibilities</li> <li>• Draft Divisional Structure for the Division with reporting roles consistent with Allocation of Responsibilities</li> <li>• Draft JD for all staff linked to Allocation of Responsibilities</li> <li>• Draft Induction Program for all new staff, including admin and technical SOPs and working ethos of MFD, with a test of their understanding to be administered after the induction</li> </ul> <p><b>Leading: assisted communications with the division's stakeholders, staff management and development</b></p> <ul style="list-style-type: none"> <li>• Well drafted press releases and issue of data and information related to Budget matters to be available to public</li> <li>• HoD meetings attended when the HoD is away (as called by CEO) raising management issues and concerns from staff</li> <li>• Weekly team meetings held when the HoD is away, to lead work program and feed information between team, and the HoD meetings</li> <li>• Hand over and follow up notes when HoD go away</li> </ul> <p><b>Controlling: monitoring &amp; evaluation, correcting, reporting.</b></p> <ul style="list-style-type: none"> <li>• Record of Staff attendance, leave, travel, training, induction provided to the HoD for management purpose and to assist her during the HoDs meeting.</li> <li>• Draft Monthly, Quarterly and Annual Reports on performance against CP/AMP, Budget and cash flow of the MDAs</li> </ul> <p><b>Better policy, systems and management for operations of integrated results based three-year medium term corporate plan and budgets.</b></p> <ul style="list-style-type: none"> <li>• Contribution to fiscal policy analysis and advise.</li> <li>• Draft Cabinet papers</li> <li>• Draft Revenue Framework generating bottom-up revenue forecasting</li> </ul>

	<ul style="list-style-type: none"> <li>• Draft consistent and sustainable budget envelopes based on the bottom-up estimates, and the top-down estimates by EFPD</li> <li>• Draft budget strategy: budget policy/process related components</li> <li>• Draft budget statement: budget policy/process/data related components</li> <li>• One Process guidance and instructions for users in corporate planning and budgeting</li> <li>• Training material and arrangements in CPing and Budgeting</li> </ul> <p><b>Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress.</b></p> <ul style="list-style-type: none"> <li>• support to MDAs on preparation and management of their budgets and corporate plans.</li> <li>• compiled integrated three-year budget (supported by CPs from each MDA) [design of budget and CPs not fully meeting users need].</li> <li>• Budget tables and section on Government budget and GFS format for Budget Strategy and Statement (compiled under output 02 and sent to EFPD).</li> <li>• Draft weekly and monthly (to HoD), reporting on budget status of responsible MDAs</li> <li>• Half yearly, annual reporting on MDAs CPs and Budget Performance</li> <li>• MDA budget transfers</li> <li>• MDA staff list updated - daily basis (for responsible MDAs only) - but with overall MDA staff list issues, this need to be coordinated by the Chief Economist and include in the monthly/quarterly report and submit to the DCEO</li> </ul> <p><b>Any other duties beyond those covered in BCPD Outputs assigned and/or delegated by the DCEO for Finance.</b></p> <ul style="list-style-type: none"> <li>• Acting DCEO (as delegated from time to time).</li> <li>• Other management tasks and duties completed as directed by the DCEO which contribute to the effective and efficient operations of the ministry</li> </ul>
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**Person Specification**

<p><b>Skills and Abilities</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software</li> <li>• ability to draft clear well-articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required)</li> <li>• ability to travel is required, and work after hours is sometimes necessary</li> <li>• good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings</li> <li>• ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments</li> <li>• very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings and draft clear documents with confidence in both countries</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• good work attitude and work well in a team environment</li> <li>• highly motivated and proactive</li> <li>• well organized and hardworking</li> <li>• honest, with high integrity and loyalty</li> </ul>
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	<ul style="list-style-type: none"> <li>loyalty to government</li> <li>strong consultation and interpersonal skills</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Master degree with at least 2 years' <u>experience</u> in a <b>similar role</b> or at least 4 years' <u>relevant</u> working experience</li> <li>✚ Post Graduate Diploma with at least 3 years' experience in a <b>similar role</b> or 8 years' <u>relevant</u> work experience</li> <li>✚ Bachelors' degree with at least 5 years' experience in a <b>similar role</b> or 8 years' <u>relevant</u> work experience</li> </ul> <p><u>Qualification acceptable for this role must be in Commerce, Economics, or Business from a recognised educational institution</u></p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Acting/Deputy CEO / HOD</b>	<p>Name: Mrs. Vika Sivoki Lavemaau</p> <p>Signature &amp; Date:</p>
<b>CEO for Finance</b>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date:</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date:</p>