

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Economic and Fiscal Policy Division (EFPD)
<b>Location:</b>	Nuku'alofa
<b>Job Title:</b>	Senior Economist (Microeconomics)
<b>Position Number:</b>	FIN08201111100110004
<b>Reports to:</b>	Deputy CEO for EFPD
<b>Band:</b>	J
<b>Salary:</b>	\$30,526-\$45, 788
<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> The purpose of this role is to assist in preparing and providing policy analysis and advice on microeconomics issues and understanding of the economy. This is to promote evidence-based decision making regarding sustainable economic growth and social development of Tonga.</p>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Individual work plan.</li> </ul> <p><b>Leading</b></p> <p><b>1. Economic forecasts (Gross Domestic Product- GDP)</b></p> <ul style="list-style-type: none"> <li>• Review and update GDP forecast economic assessment for the economy focusing on Services Sector- Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts, entertainment and recreation &amp; other service activities subsectors.</li> <li>• Update indicators that related to forecasting of Services Sector- Accommodation and Food Services activities, Ownership of dwellings, professional, scientific and technical activities, Administrative and support services activities, Human Health and social work activities, Arts, entertainment and recreation &amp; other service activities subsectors.</li> </ul>

- Consult the relevant stakeholders on the data/information about the Services Sector- Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts, entertainment and recreation & other service activities subsectors.

## **2. Periodic Economic Updates:**

- Prepare Monthly Economic Update (MENU) for the following months:
  - October
  - February
  - May

## **Controlling**

### **1. Providing macroeconomic analysis and policy framework**

- Conducting qualitative survey on the status of the economy primarily on Services Sector- Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts entertainment and recreation & other service activities subsectors on an ongoing basis.
- Provide quality report (including quarterly, half year and annual) on the status of the economy focusing on Services Sector- Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts entertainment and recreation & other service activities subsectors.
- Provide assessment of Services Sector- Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts entertainment and recreation & other service activities subsectors to the annual Budget Statement.
- Assisting the PE in the drafting of data set and policy papers on related economic matters to the Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts entertainment and recreation & other service activities sub-sector, as per request from Head of Division or directed by the Minister.

### **2. Budget Strategy and Budget Statement**

- Update relevant section in the current Strategy for the Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and

social work activities, Arts entertainment and recreation & other service activities sub-sectors.

- Conduct analysis and identify any new and relevant policy initiatives for Accommodation and Food Services activities, Ownership of dwellings, Professional, scientific and technical activities, Administrative and support services activities, Human health and social work activities, Arts entertainment and recreation & other service activities sub-sectors.
- Write up relevant sections and provide translation for relevant section in the Budget Statement as assigned.
- Support with printing and binding of Budget Statement.

#### **Technical**

##### **1. Ministry's database on key macroeconomic and other indicators.**

- Oversee the updating of the existing database (SEI) - fiscal sector through input and updating of GFS data-on the economy on regular basis.

#### **Organizing**

##### **1. Developing and maintain effective working relations with, and disseminate information to key stakeholders such as government line ministries/agencies and international partners such as IMF, World Bank & ADB for planned missions.**

- Responsive to requests on a timely basis;
- Provide accurate information and data.

##### **2. Ministry Representation at relevant meetings: in particular, technical, local and sometimes overseas, with other Ministries and a wide range of other stakeholders.**

- Proactively support to the representation of the Ministry at inter-departmental meetings, meetings with other stakeholders; with good two-way consultation and sharing of information.
- Support to communicating government's sector policies to stakeholders.


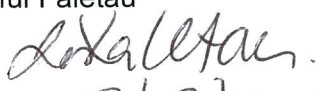

##### **3. Contributing efforts to maintain conducive and friendly work environment**

- Attend divisional meetings.
- Support divisional work plan and obligation that required from the division.

#### **Carry out any other duties as may be directed by the Head of Economic & Fiscal Policy Division or the CEO**

- Assist in preparing of the divisions annual report, AMP and Corporate Plan.



	<ul style="list-style-type: none"> <li>Support by drafting of relevant policy research, to the delivery of the work of the section and division as directed.</li> <li>Support to the desirable of the Section to work in.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Good mathematical and analytical skills.</li> <li>Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Power Point 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.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Willingness to learn new skills and methods.</li> <li>Ability to make reasonable decisions in a timely manner.</li> <li>Self-motivated, with an ability to work on own initiative, to accept responsibility and to respond with confidence to complex and evolving problems.</li> <li>Knowledge of Ministry of Finance system and functions.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Must have a Bachelor's Degree in Economics, Accounting, Finance or related field of study from a recognized institution, with at least three (3) years of relevant work experience; or Diploma in Accounting, Finance or related field of study from a recognized institution, with at least five (5) years of relevant work experience;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Master in Economics, Accounting, Finance or related field or higher from a recognized tertiary institution with at least 1 year of relevant work experience.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>A postgraduate degree will be a great advantage.</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: (Chief Economist) <i>Semisi Faupula</i></p> <p>Signature &amp; Date:  8/8/24</p>
<b>Deputy Secretary / HOD</b>	<p>Name: Lesieli Tufui Faletau</p> <p>Signature &amp; Date:  08/08/2024</p>
<b>CEO for Finance</b>	<p>Name: Kilisitina Tuamei'api</p> <p>Signature &amp; Date:  9/8/24</p>
<b>Employee</b>	Name: vacant

