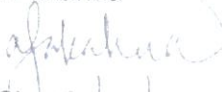



Ministry:	Ministry of Finance
Division:	Fiscal Policy Framework Division (FFD)
Location:	Nuku'alofa
Job Title:	Economist
Position Number:	FIN08301211100110005
Reports to:	Deputy CEO for FFD
Band:	L
Salary:	\$22,133 – \$33,194
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> ✦ Improved macroeconomic management & stability with deeper financial markets ✦ Closer public/ private partnership for economic growth ✦ More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities ✦ Appropriate decentralization of government administration with better scope for engagement with the public ✦ Improved collaboration with development partners ensuring programs better aligned behind government priorities ✦ More reliable, safe and affordable information and communication technology used in more innovative ways ✦ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Purpose:</p> <ol style="list-style-type: none"> 1. To conduct economic analysis to effectively manage Government's investment portfolio. 2. Assist managing and overseeing Government investments to ensure sustainable and responsible decisions contribute to the financial stability and economic growth of Tonga. 3. Assist managing and overseeing Government grants to ensure sustainable and responsible decisions contribute to the financial stability and economic growth of Tonga. 4. To monitor compliance with the set financial policy and legislative directives especially with Treasury Instructions and PFM Act 5. Any other duties assigned by the Head of Financial Framework Division or the CEO for Finance.
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Planning <ol style="list-style-type: none"> 1. Draft Individual work plan aligning with Financial Management principles - AMP 2. Support unit work plan to deliver unit output 3. Assist staff capacity development plan 4. Assist staff training plans

	<p>2. Organising</p> <ol style="list-style-type: none"> 1. Assist secretariat to Task Team for Review of Treasury processes 2. Assist organizing policy committee meeting to discuss and review draft policies and framework when ready 3. Assist organizing investment committee to discuss and review draft investment policy and framework when ready. 4. Assist drafting of grant agreement once a grant is approved. <p>3. Leading</p> <ol style="list-style-type: none"> 1. Assist communicating unit's plan to HOD and Technical Assistance (TA) and divisional plan to staff 2. Report to HoD on any internal control weaknesses in the Treasury Processes for improvements 3. Report to HoD on any issue regarding the Grant framework and Investment policy 4. Motivating unit staff 5. Inform Supervisor and HoD on area of strength in PFM and Treasury Processes to be maintained 6. Provide assistance to staff to improve area of weakness <p>4. Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring <ul style="list-style-type: none"> • Assist in monitoring the implementation of Investment policy and grant framework • Monitor the performance of the government's investment portfolios, including regular financial reporting and performance reviews. ➤ Evaluating <ul style="list-style-type: none"> • Report on possible issues or factors contributing to issues identified from the monitoring of compliance with policy ➤ Correcting <ul style="list-style-type: none"> • Recommend to HoD to correct any non-practical section(s) of Treasury Instructions ➤ Reporting <ul style="list-style-type: none"> • Report on status of Risk Management Guidelines and Government Grants • Report on status of Risk Management Guidelines and Government Investments • Provide advice on the allocation of government funds to ensure returns are maximised while minimizing risks • Report on review of Treasury processes • Report on implementation of Treasury instructions with non-practical sections recommended for amendment <p>5. Technical</p> <ol style="list-style-type: none"> 1. Conduct comprehensive economic and financial analysis to support government investment decisions. 2. Revised and update report format to meet the need of key stakeholders <p>6. Carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance.</p>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical and critical skills.

	<ul style="list-style-type: none"> • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc), Sun-system, Vision, etc. • Good communication and interpersonal skills. Fluent in both Tongan and English languages (written and spoken). • I must have good public relations and networking skills. • The ability to travel and work after hours would be an advantage. • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated efficiently and effectively.
Qualifications and Experience	<p>Desirable:</p> <p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma certificate with at least 2 years' experience in a <u>similar role</u> or at least 3 years' <u>relevant</u> working experience <p><u>Qualification acceptable for this role must be in Economics, Finance, Accounting from a recognised educational institution</u></p> <p>Desirable:</p>
Authorised by (sign and date)	
HOD	<p>Name: Mrs. Aivi Fakahua</p> <p>Signature & Date:  2/10/2024</p>
CEO for Finance	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date:  2/10/24</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

