
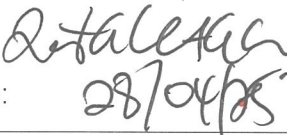


Ministry:	Ministry of Finance
Division:	Division
Location:	SGGB, Nuku'alofa
Job Title:	System Analyst
Position Number:	FIN08105111100110003
Reports to:	Acting Deputy CEO for ICT
Band:	J
Salary:	\$30,526 - \$45,788
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> ✚ Improved 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>Job Purpose:</p> <ol style="list-style-type: none"> A. The System Analyst (Application) is responsible to ensure the efficient and effective delivery of the outputs delegated to the Application Section of the ICT Division in the Ministry's Corporate Plan. B. The Division is accountable and responsible for the overall development, operation and maintenance of the ICT services; Reliable Infrastructure and application systems, ICT Human Resources, information presentations, ICT policies, procedures and processes. C. While MOF is the central-Ministry for the budget, corporate planning and financial management, the line Ministry needs to be able to effectively access to Financial Management and Information System and other financial databases that are hosted, maintained, and controlled by the division. This output covers the enabling of access, control, security and safety of all related database services related to all financial information for all MDAs and Development partners.

Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1. Planning and Managing Projects related to the improvement of the ICT Application/Database <ol style="list-style-type: none"> a. Government IFMS Plans b. Government Payroll Plans c. Planning and implementation of a strategic solution for the MOF internal application architecture d. ICT Training Manual e. Business Analysis and Application Solution, developing Technical solutions and delivering optimum solutions meeting the Ministry's problems f. Ministry of Finance Website and Public support portal g. Maintenance and Upgrade Plans for In-house Application and Database development h. Application system usage, policy, standards and procedures 2. Assist in the preparation of the Corporate Plan, AMP and various plans for ICT Applications 3. Responsible for drafting all plans for donor-funded projects related to ICT applications under the Division 4. Control Businesses solution by analysing system requirements, establishing specifications, and coordinating production. 5. Assist with the planning of any other activities related to ICT Application under the Division <p>Organizing</p> <ul style="list-style-type: none"> • To be responsible for the Infrastructure Unit • Review and develop structures and processes in order for projects to be implemented efficiently and effectively • Develop/Review and document the ICT Application • Assist with Software Usage Policy, Standards and Procedures and related to Applications • Assist Security and Safety of all ICT Applications • Accomplish information systems and the organisation's mission by completing related results as needed. • Act as technical subject matter expert for assigned function areas, including the ability to provide in-depth support to internal/external project team members on Workday security and use of MOF ICT services. • Handle and track correspondence between the client and implementation team on project status and additional requirements. • Ability to bridge the gap between information technology and business processes and client requirements • Ability to bridge the gap between information technology and business processes and client requirements • In-depth analysis, understanding, loading and maintenance of Workday system data. • Assist the Deputy CEO for ICT in organising the division <p>Leading</p> <ol style="list-style-type: none"> 1. ICT Project Management <ol style="list-style-type: none"> a. Planning and Managing of ICT Projects b. Prepare Project Plan, Proposals, Reports c. Translates MOFIN requirements into technical requirements
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	<p>d. Formulates and defines system scope and objective based on user needs and understanding of MFNP processes</p> <p>e. Develops solutions by preparing and evaluating alternative workflow solutions.</p> <p>f. Develops, writes, and communicates system design and functional system specification.</p> <p>g. May analyse customers' systems to understand strengths and weaknesses for the identification of opportunities for improvement</p> <p>2. Participates in frequent meetings to effectively communicate with and motivate team members.</p> <p>3. Assist in implementing PMS for the Application Section staff, ICT division.</p> <p>4. Ensure MOFIN Operation by Training client personnel and providing support.</p> <p>5. Define application problem by conferring with MOF clients, and evaluating procedures and processes.</p> <p>6. Examination of existing ICT Systems and Business Models, and provide a reference by writing documentation.</p> <p>7. Being involved in the leading, planning, developing and executing stages of a project.</p> <p>8. Assisting in ensuring projects are delivered within the budget and on time.</p> <p>To carry out any other duties assigned by the Head of ICT, and/or the CEO for Finance</p> <ul style="list-style-type: none"> • Report (written or oral) or documentation on duties being assigned
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Good analytical skills.</p> <p>Good Programming Skills</p> <p>Good communication skills. Good command of both Tongan and English languages (written and spoken).</p> <p>Must have good public relations and networking skills.</p> <p>Ability to travel and work after hours would be an advantage.</p> <ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well-organised and hardworking • Honesty and integrity • Loyalty to government • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Postgraduate qualification (Level 8 TNQAB framework: postgraduate Diploma/BA with honours and MA), up to 2 year of experience in a similar role

	<ul style="list-style-type: none"> • Relevant degree + 3 years in a similar role, or 4 years' relevant work experience • Relevant diploma + 5 years in a similar role, or 10 years' relevant work experience <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>
Authorised by (sign and date)	
Acting Deputy CEO / HOD-	<p>Name: Mr Heneli Palu</p> <p>Signature & Date: </p>
CEO for Finance	<p>Name: Mrs. Kitisitina Tuaimetiapi Lesieli. T. Faketau.</p> <p>Signature & Date:  28/04/25</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

