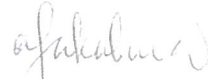
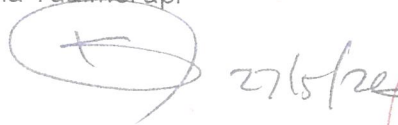


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| Ministry: | Ministry of Finance |
| Division: | Debt Management Section, Financial Framework Division (FFD) |
| Location: | St George Building (Nuku'alofa) |
| Job Title: | Clerk Class I |
| Position Number: | FIN08301211100110006 |
| Reports to: | Head of Debt Management Section, (FFD) |
| Band: | O |
| Salary: | \$10,080 - 10,382 |
| 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> <p>As supporting staff mainly to Debt Management Section:</p> <ul style="list-style-type: none"> • To assist with Gita Recovery loan & Micro finance for Women Schemes • To assist with Government loan external and domestic payments process • To assist with recording and preparing reports • To assist in proper and complete keeping of all asset and liability information of MDA's • Any other duties assigned by Supervisors or Head of Financial Framework Division |
| Accountabilities / Outcomes | <p>Job Outputs</p> <p>Planning</p> <ul style="list-style-type: none"> • Individual Work Plan aligning with Divisional work plan • Weekly plan and progress report <p>Organizing</p> <ul style="list-style-type: none"> • Review accordingly the structure of the small soft loans & report on an annual basis and recommend improvement to Supervisor <p>Leading</p> <ul style="list-style-type: none"> • Provide friendly, clear, and straightforward communication verbal, written, email, and telephone. • Develop solution to any encounters faced by Divisions • Motivate colleagues to work together to achieve Ministry and Divisional goals |

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| | <p>Controlling</p> <ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual Status Report of Gita Recovery & Micro -loans for Women • Assist with preparation of loan repayment process both external and domestic loans • Follow up on-lent loans repayment as due and make sure they comply with loan agreement <p>Technical</p> <ul style="list-style-type: none"> • Advise debt service projection weekly • Prepare and record loan payments as due <p>Other duties</p> <ul style="list-style-type: none"> • Tasks directed by Head of FFD or the CEO related to division • Data requests from other divisions and ministries approved by supervisor or CEO • Perform any other duties delegated by CEO or supervisor related to division |
| Person Specification | |
| Skills and Abilities | <p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills, • Good command of both Tongan & English Languages written & spoken • Good work attitude and highly motivated; • well organized 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"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' 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)

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| Deputy CEO/ HOD- FFD | Name: Mrs. Aivi Telefoni Fakahua Signature & Date:  26/5/2026 |
| CEO for Finance | Name: Mrs Kilisitina Tuamei'api Signature & Date:  27/5/26 |
| Employee | Name: Miss. Luseane Fukofuka Signature & Date: |

