

Ministry:	Ministry of Finance
Division:	Minister's Office
Location:	Nuku'alofa
Job Title:	Communications and Public Relations Manager/Director
Position Number:	FIN 08-202111-1001-10002
Reports to:	Head of Communications and Public Relations Manager/Director
Band:	H
Salary:	\$34,608 - \$51,912
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets knowledge • 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> <ul style="list-style-type: none"> • To lead the planning and implementation of communication strategies for the Ministry of Finance with the primary goal is to ensure the public and stakeholders receive accurate and relevant information about the government policies, programs, and initiatives. • Oversee Ministry of Finance team of communication professionals and works closely with MDAs officials to develop and deliver messages that create

	understanding and support for whole of government programs.
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assess the current communications and public relations strategies/ policies and programmes of the Ministry of Finance with recommendations/ plan for way forward. • Lead, plan, and provide a strategic Communications and Public Relations Management Approach to ensure an effective Development Partnership Engagement Policy Formulation and Implementation consultative and performance reform processes. • Devise a high-quality, focused and active annual Development Partnership Engagement Policy Formulation and Implementation Communications and Public Relations Plan. • Create and distribute strategic, accurate, timely and legally compliant Press Releases, Press Kits, Public Notices and other Communications & Public Relations Products in accordance with the Ministry's Vision, Mission, Corporate and Annual Management Plans. • Plan, coordinate and manage the design, content, and production of strategic, regular and active Television/Radio Programs, Press Conferences, and Ministry's Website posting, in accordance with the Ministry's core responsibilities in alignment to the Government's Priority Agenda and the Tonga Strategic Development Framework II. • Assist with preparation of Public Speeches for the Hon. Minister for Finance and the Chief Executive Officer of Finance, as and whenever required. • Monitor, follow-up or devise relevant response to communications- related and public relations issues such as media comments/queries, Parliamentary Questions, Project Management Due Diligence, Public Financial Management Good Governance, and Fiscal & Monetary Policy Compliance, and Public Access to Government Financial Assistance Processes, are thoroughly and impartially researched, for final consideration and prompt delivery. • Mentor and conduct on-the-job training for relevant officers, on Development Partnership Engagement Communications, Public Relations, to foster and sustain Diplomatic relations with the Kingdom's Development Partners, and mutual cooperation with the Ministry's

	<p>Stakeholders, in the Public and Private Sectors, as and when practicable.</p> <ul style="list-style-type: none"> • Prepare Cabinet/Parliamentary/ Privy Council Memoranda/ Development Partners communications in alignment to a monthly report on the Ministry's Communications and Public Relations Plan and activities, to keep management abreast of the status of the nation's economic wellbeing, the Ministry's Public Financial Management and Fiscal & Monetary Policy Compliance in line with the Government's Priority Agenda and the TSDF.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software • ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) • ability to travel is required, and work after hours is sometimes necessary • good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings • ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • good work attitude and work well in a team environment • highly motivated and proactive • well organized and hardworking • honest, with high integrity and loyalty • loyalty to government • strong consultation and interpersonal skills
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ⚡ Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience ⚡ Post Graduate with at least 3 years' experience in a similar role OR at least 5 years relevant working ⚡ Bachelor's degree with at least 5 years' experience in a similar role OR at least 8 years relevant working

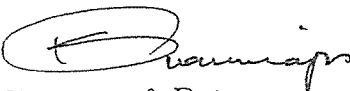
Qualification acceptable for this role must be in Commerce, Economics, or Business Law from a recognised educational institution

Desirable:

- A minimum of 5 years work experience as Head of an Information/Communications/ Crisis Management/Public Relations Organization.
- Excellent Communicator with Outstanding written and verbal communication skills, and brilliant organizational and presentation practices and techniques.
- Considerable Knowledge plus a minimum of 3 years work experience in Knowledge Management, International Relations, Crisis Management, Policy Development, or Public Financial Management.
- Full conversance with Tongan Culture and Development Partners Protocol
- Fluent in the English and Tongan Languages
- Excellent organizational and leadership abilities
- Must be able to multitask and work well under pressure.

Authorised by (sign and date)

Acting/Deputy CEO / HOD	Name: Signature & Date:
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CEO for Finance	Name: Mrs Kilisitina Tuamei'api  25/8/23 Signature & Date:
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Employee	Name: Vacant Signature & Date:
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