

Ministry:	Ministry of Finance
Division:	Minister's Office
Location:	Nuku'alofa
Job Title:	Communications and Public Relations Manager/Director
Position Number:	FIN 08-202111-1011-10002
Reports to:	Head of Communications and Public Relations Manager/Director
Band:	H
Salary:	\$438,156-57,234
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.

	<ul style="list-style-type: none"> • 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 for 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 Stakeholders, in the Public and Private Sectors as and when practicable. • 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.
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Person Specification

<p>Skills and Abilities</p>	<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
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	<ul style="list-style-type: none"> • 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 organised 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 Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience • Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <p><u>Qualifications acceptable for this role must be in <u>Communication, Business Management, Human Resource Management, Journalism, Media, or Arts</u> from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Deputy CEO / HOD	<p>Name: 'Ana Lotuma Falefehi Ika</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>