

<b>Ministry:</b>	<b>Ministry of Finance</b>
<b>Division:</b>	Aid Management and Resilient Development Division
<b>Location:</b>	ST. George Building (Nuku'alofa)
<b>Job Title:</b>	Senior Economist- Central Productivity Unit (CPU)
<b>Position Number:</b>	
<b>Reports to:</b>	Deputy CEO – AMRDD
<b>Band:</b>	J
<b>Salary:</b>	\$30,526-\$45,788
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>✚ Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>✚ Closer public/ private partnership for economic growth</li> <li>✚ More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>✚ Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>✚ More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <p>The Senior Economist is to assist the Deputy CEO in the efficient and effective delivery of the outputs delegated to the Central Productivity Unit (CPU) in the Ministry's Corporate Plan.</p>
<b>Accountabilities / Outcomes</b>	<p><b>JD Outputs associated with CP Output:</b></p> <p><b>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard.</b></p> <p><b>Planning: corporate and annual planning and budgeting, cash flow, procurement.</b></p> <ul style="list-style-type: none"> <li>➤ Formulate individual work plan and plan of action.</li> <li>➤ Assist with the CPU draft contribution to the Corporate Plan and Budget.</li> <li>➤ Assist with the CPU draft contribution to the AMP with KPIs.</li> </ul> <p><b>Organizing: division of labour, organization structures, procedures</b></p> <ul style="list-style-type: none"> <li>➤ Assist to organize CPU workshops, meetings and stakeholder consultations when required during projects development according to stakeholder engagement plan.</li> </ul>

- Assist in making logistical arrangements for CPU's trainings and capacity development initiatives.

**Leading: communications with stakeholders, staff management and development.**

- Assist with the development and implementation of a M&E framework for CPU.
- Timely preparation of monthly, quarterly and annual reports for CPU.
- Drafting letters and correspondences to donors, development partners and line ministries in gathering data and information for CPU work.

**JD Outputs associated with CP Output:**

**08.2.03-01: Stronger platform to facilitate aid management and effectiveness.**

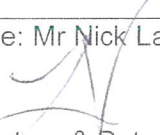

- Collate required information to assist with aid effectiveness reporting regarding the implementations of TSDF III and government priorities.
- Assist with the compilation of project, development expenditure and aid management component in Budget Strategy, Statement and Estimates.
- Assist in maintaining good relationship with donors and developments partners and collate their project templates and project eligibility criteria for CPU's information.

**JD Outputs associated with CP Output:**

**•08.2.03-05: To strengthen the monitoring of Productivity, Outputs and KPIs against their finances.**

- Assist in reviewing of existing policies and technical instruments related to productivity M&E and assist in developing of a Project Operations Manual for the CPU.
- Assist in gathering required information for stocktaking of all existing policies aimed at enabling private sector productivity and economic performances and provide analysis and advice.
- Conduct in-depth research as directed by supervisor on government referred topics and provide recommendations to government to foster sustainable economic growth.
- Undertake self-initiated productivity related research as directed by Supervisor and present findings to HOD and staff of AMRDD.
- Assist MDAs and private sector to identify areas where productivity analysis, recommendations and implementation support are needed.
- Assist in developing concept note, TOR and project proposals on Productivity enhancement work required in collaborations with the MDAs/private sectors and work with Central Project Development Unit in identifying of potential donors.

	<ul style="list-style-type: none"> <li>➤ Assist in facilitating the work between the identified consultant and organization(s) in Tonga and monitor progress of implementations.</li> <li>➤ Identify regional and international programs that provides supports to address productivity and development issues in the public and private sector and develop project proposals in collaborations with CPDU.</li> <li>➤ Coordinate the publishing of findings from research and analysis to inform decision and policy making.</li> <li>➤ Assist in documenting lessons learnt from productivity-based work and share with AMRDD staff.</li> <li>➤ Assist in developing of a Productivity M&amp;E Database.</li> <li>➤ Assist in implementing the Training Capacity Plan to enhance M&amp;E capacity and skills of CPU.</li> <li>➤ Develop monthly Productivity Report as directed by supervisor and submit to HOD AMRDD.</li> <li>➤ Any other tasks delegated by the Chief Executive Officer for Finance or HOD/AMRDD.</li> <li>➤</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>➤ High analytical skills.</li> <li>➤ Advanced computer skills and well versed with appropriate computer programs such as</li> <li>➤ Microsoft Office (Word, Excel, Access, PowerPoint etc).</li> <li>➤ Proficient communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>➤ Strong work attitude</li> <li>➤ Highly self- motivated</li> <li>➤ Well organized and hardworking</li> <li>➤ Ability to work both independently and as part of a small team</li> <li>➤ Honesty and integrity</li> <li>➤ Must be committed to duties allocated, efficiently and effectively</li> </ul> <p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>➤ Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1- year experience in a similar role</li> <li>➤ Relevant degree +2 years in a similar role, or 4 years' relevant work experience</li> <li>➤ Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements</li> </ul>

	<p>specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p> <p>➤ <b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor:</b>	<p>Name:</p> <p>Signature &amp; Date:</p>
<b>Acting Deputy CEO / HOD - AMRDD</b>	<p>Name: Mr Nick Lavemaau</p> <p>Signature &amp; Date:  21/11/25</p>
<b>CEO for Finance</b>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date:  21/11/25</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date:</p>