

Ministry:	Ministry of Finance (MOF)	
Division:	Performance Framework Section, Corporate Services Division	
Location:	SGGB, Nuku'alofa	
Job Title:	Senior Executive Officer	
Position Number:	FIN08104111100110005	
Reports to:	Head of Performance Framework Section (PFS)	
Band:	M	
Salary:	\$ 17,171 – 25,757	
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"> 1. Assist the preparation and collation of the MOF Corporate Plan (CP) and Annual Management Plan (AMP) that is reflective of the Ministry's mandate and expectations within the medium-term budgetary framework. 2. Assist to prepare and collate the Ministry Annual Report (AR) reflects the achievements against the Corporate Plan and highlights the gaps and proposed actions for improvement going forward. 3. Assist in preparing an effective monitoring and evaluation (M&E) system is in place to report on ministry progress against its Corporate Plan and AMP. 4. Assist with staff recruitment and staff performance management are undertaken in a accordance with the HRM procedures and processes. 5. Provide quality Human Resource Management services for the Ministry in accordance with HRM procedures and Processes in line with the Public Service Act, Regulations, Policies and Instructions. 6. Update HR database and records management. 	
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Planning <ol style="list-style-type: none"> 1. Assist with the planning procedure for PFS Division 2. Weekly individual work plan 3. Quarterly Training Plan for staff in assigned Division(s) 	<p>KPIs</p> <ol style="list-style-type: none"> 1. 80% compliance with Corporate Planning/AMP schedule 2. Draft submitted to the Head of Division by 2nd Week of July 3. Approved by the HoD no later than last week of July

	<ol style="list-style-type: none"> 4. Recruitment/ PMS Schedule for assigned Division(s) 5. Performance Plan for all staff in assigned Division (s) 6. Assist to develop relevant plan for the PFS Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast) 7. Assist with the planning procedure for PFS Division 	<ol style="list-style-type: none"> 4. 85% compliance and accurate and timely 5. Draft submitted to the Head of Division by 2nd Week of July 6. Approved by HoD no later than last week July. 7. 100% compliance with Corporate Planning/AMP schedule
	<p>2. Organizing</p> <ol style="list-style-type: none"> 1. Assist in reviewing and developing the structure of the PFS 2. Assist to Develop/Review and document efficient internal systems for managing correspondences, submissions to the Commission and gazette. 3. Comply with file management procedures and good record keeping procedures. 4. Process Applications with proposed shortlisted staff and panelists send for CEO endorsement. 5. Interview session and report 6. PSC submission for staff in assigned Division 7. Performance appraisal for staff in assigned Division(s) with completed PMS forms and collated template 8. Prepare time sheet for contract wages. 	<ol style="list-style-type: none"> 1. To be reviewed during Corporate Planning and as needed. 2. Ensure 80% compliance with relevant Public Service legislation, policies & instructions. 3. Files are stored away both hard copy and ecopy daily 4. Databases are reconciled monthly 5. Update internal processes monthly & report to Head of Division monthly on the following <ol style="list-style-type: none"> a. Probation b. Confirmation c. Acting d. travel 6. Ensure 85% compliance with relevant Public Service legislation, policies & instructions. 7. ratio of sPMS appraisals completed on time 8. Ensure 85% compliance and timely
	<p>3. Leading</p> <ol style="list-style-type: none"> 1. Attend HOD meetings to record minutes of meeting 2. Assist with weekly meetings, ensuring that divisions and staff understand their role, their contribution to the overall output and outcome of the Ministry 3. Induction meeting with new recruit in assigned Division 4. Recruitment for vacant positions in assigned Division 5. PMS for all staff in assigned Division 	<ol style="list-style-type: none"> 1. Weekly meetings and reporting to the Head of Division on the status of monthly reporting from division 2. Contribute to weekly meeting conducted by the OCEO division. 3. 80% new recruit aware of PSC Policies, Organisational Structure, MOFIN Vision & Mission, JD and PMS 4. Meet specified timeline for recruitment process 5. Meet specified timeline for PMS process

	4. Controlling <ol style="list-style-type: none"> 1. Assist to develop and implement an effective and efficient way to monitor progress of the division against set task and plans. 2. Compilation of Ministry PMS collated template 3. Daily paid staff Contract 4. Employment contract 	<ol style="list-style-type: none"> 1. Weekly, Monthly and Quarterly reports are developed and submitted to the Head of Division. 2. 90% Accurate and Timely 3. Attend to staff contract and process with recommendation to Supervisor 4. 90% Accurate and Timely 5. 90% Compliance, Accurate and Timely
Technical		
	Reporting Requirements <ol style="list-style-type: none"> 1. Lead the monthly report on Staff Training, Travel & Induction 	<ol style="list-style-type: none"> 1. Monthly report due to the HOS within 1 week of end of month
	MOF Corporate Planning and Budget and AMP <ol style="list-style-type: none"> 1. Assist the HoD in the development and production of the Ministry Corporate Plan 	<ol style="list-style-type: none"> 1. 1st draft of CP and budget due no later than 31st Jan 2. 2nd draft of CP and budget due no later than 28th Feb
	Annual Report <ol style="list-style-type: none"> 1. Assist the HoD in the development and production of the Ministry Annual Report 	<ol style="list-style-type: none"> 1. 1st Draft due no later than 31st March 2. Final Draft sent to CEO/Minister no later than 30th April to meet the PSC deadline of the 31st May
	MOF Monitoring & Evaluation <ol style="list-style-type: none"> 1. Assist in establishing and maintain an effective Monitoring & Evaluation (M & E) system for tracking progress of the Ministry against Ministry KPIs and Outputs 	<ol style="list-style-type: none"> 1. Monthly reports due to HoD within 1 week of end of month
	Recruitment <ol style="list-style-type: none"> 1. Assist with recruitment 	<ol style="list-style-type: none"> 1. 100% accuracy of compilation of documents Within 2 days of request from HOD
	<ol style="list-style-type: none"> 2. Assist with the preparation of interview documents (i.e., panel papers and applications) 	<ol style="list-style-type: none"> 1. 100% accuracy of documents compiled Interview paper is distributed to Panel members and facilitator at least 48 hours before interview takes place
	<ol style="list-style-type: none"> 3. Assist with drafting letters to applicants regarding the outcome of their application for the position 	<ol style="list-style-type: none"> 1. At least 90% accuracy of drafting and 100% timeline of submission to HOD
	<ol style="list-style-type: none"> 4. Assist in drafting submissions to the Commission regarding outcome of recruitments 	<ol style="list-style-type: none"> 1. At least 90% accuracy of drafting and 100% timeliness of submission to HOD
	Staff Performance Management System (PMS) Assess JD for staff	<ol style="list-style-type: none"> 1. Accurate and in line with the Ministry Corporate Plan and Annual Management Plan (AMP) 2. All JDs are signed
	Training, Travel & Induction	<ol style="list-style-type: none"> 1. Training Needs Assessed annually

	<ol style="list-style-type: none"> 1. Assist with Ministry Training Needs Analysis 2. Assist with development of Ministry training needs 3. Implement Ministry training program 4. Proper induction for new appointments 	<ol style="list-style-type: none"> 2. Ministry Training plan approved by Head of Division 3. 80% of training plan implemented annually 4. 100% of all new recruits are aware of the PSC policies and MFNP Corporate Plan Training implementation progress reported to Head of Division monthly
	<p>Database and Information Management</p> <ol style="list-style-type: none"> 5. Comply with file management procedures and good records keeping procedures 	<ol style="list-style-type: none"> 1. HRMS updated daily 2. Files are stored away both hard copy and ecopy daily 3. Databases are reconciled monthly Closed files are moved to the offsite storage
	<ol style="list-style-type: none"> 6. To carry out any other duties assigned by Head of Division, and/or the CEO for Finance. 	<ol style="list-style-type: none"> 1. Timeliness and accuracy of carrying out other tasks as directed

Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Computer literate and well versed in Microsoft Office Word, Excel and Visio • Well organized and hardworking • Highly motivated and proactive • Must have good public relation and networking skills • Good communication skills, both English & Tongan languages • Good analytical skills • Good work attitude and adaptable to changes • Honesty and integrity • Loyal to government • Must be committed to duties allocated, efficiently and effectively <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to handle confidential Information
Communication and Language Skills:	Good communication skills. Good command of both Tongan and English languages (written and spoken).
Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive <p>Must be committed to duties allocated, efficiently and effectively</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 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> <p>Desirable:</p> <ul style="list-style-type: none"> • Well versed in Microsoft Office Excel

Authorised by (sign and date)

Deputy Secretary / HOD	Name: Mrs Gladys Fukofuka Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date:

