

Ministry:	Ministry of Finance
Division:	Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Senior Legal Officer
Position Number:	FIN08302111100110003
Reports to:	Deputy CEO (FFD)
Band:	I
Salary:	\$30,240 - \$45,360
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> <ul style="list-style-type: none"> • Responsible for monitoring and/or advising on all legal matters, contracts and agreements. • To conduct legal analysis, draft legal agreement and provide legal advice on legal matters to Management to assist with informed decision making. • To conduct review and update Public Finance Management (PFM) Act and Treasury Instructions (TI) as necessary. • Ensure the Ministry complies with the statutory and governance practices and relevant guidelines especially PFM Act and TI.
Accountabilities / Outcomes	<p>1. Planning</p> <ul style="list-style-type: none"> ➤ DAMS annual management plan, monitoring & evaluation of implementation, progress and annual report. ➤ Individual work plan <p>Organizing</p> <ul style="list-style-type: none"> ➤ Sound, timely high level legal and policy advice on identified issues with recommendations for improvement. ➤ Produce and/or contribute to key legal or policy analyses and publications. ➤ Integration of legal work across the MDA's and particularly in the Ministry of Finance. ➤ Implement capacity building and training programmes relevant to PFM Act and Treasury Instructions.

	<ul style="list-style-type: none"> ➤ Improvement in service delivery of the Ministry in terms of compliance. <p>2. Leading</p> <ul style="list-style-type: none"> ➤ Contribution to the development and implementation of relevant legal strategies and framework ➤ Effective work planning, budget management and reporting; provide support, guidance and feedback as needed ➤ Coordinate the provision of analyses of PFM Act, TI and other policies including providing best legal advice across the Divisions. ➤ Staff capacity building <p>3. Controlling</p> <ul style="list-style-type: none"> ➤ Regular Reports on any internal control weaknesses and/or system improvements and recommend change to the system or procedures on specific areas ➤ Ministry compliance with established systems, policies and procedures. ➤ Improve compliance by line ministries with policies and procedures <p>4. Technical</p> <ul style="list-style-type: none"> ➤ Legal advice on financial matters with compliance to PFM Act and TI. ➤ Provide legal opinion on proposed change to PFM Act and TI, also internal policies ➤ Comments on any Treasury Circular issue from the Ministry to MDAs ➤ Provide training for all the staff responsible for developing internal policies ➤ Follow up and update legal advice as needed <p>And carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO</p>
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Person Specification

<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Experiences in Constitution of Tonga, PFM Act, Public Finance Regulations and Treasury Instructions. • Government Accounting system using the Sun System, and Vision computer programs will be an advantage. • Commitment to equal opportunities. • Good organisational, leadership and prioritisation skills • Good analytical skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc) • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Flexibility to travel and work after hours, as required. • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
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Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> • Master Degree with 3 years relevant working experience • Professional Diploma in Legal Practice and Bachelor Degree with at least 5 years' relevant working experience <u>Qualifications acceptable for this role must be in Law from a recognized common law institution/jurisdiction.</u>
Authorised by (sign and date)	
Deputy CEO / HOD - FFD	Name: Mrs 'Aivi Fakahua Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date:

