

Ministry:	Ministry of Finance
Division:	Logistics Support Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Clerk Class II
Position Number:	FIN08303111100110008
Reports to:	Head of Logistic Section
Band:	P
Salary:	\$10,809 – \$16,213
Job Purpose	Ministry Profile Statement: • 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 Job Purpose: • To ensure all visitors to the reception area of the Ministry of Finance & National Planning are welcomed • To receive and register all correspondences using the MOFNP Correspondence Register system • To answer the phone and refer customer to relevant staff • To answer any queries from customer and to refer to the appropriate staff when necessary. • To ensure a clean and safe environment is available for customers
Accountabilities / Outcomes	1. To ensure all visitors to the reception area of the Ministry of Finance are welcomed 2. To receive and register all correspondences using the MOF 3. Correspondence Register system 4. Provide information from the Register system on any queries 5. To answer the phone and refer as customer to relevant staff 6. Responsible for the effective management of phone calls, messages, meetings and appointments of the CEO 7. Look after Ministry's file

	• Sorting all put away documents for all Line Ministries as directed from the supervisor, Filings and put away all files into the filing cabinet according to the correct filing index. • Assist in scanning, photocopying and filing all inwards – register all deliveries in the delivery book from each department and prepare for delivery to the line ministries & other NGO's. • Responsible for receiving all the inwards from the CEO's Office-Secretary and assist in scanning, photocopying and save extract as directed from the Supervisor – deliver to the Department directed to • Assist with numbering of reference numbers for Savingram to Government Ministries and Letters to Non- Government Organizations • Assist in filing of all the PF's for the MOF, and help out with HR Debt when they need assistance • Assist in preparation and ensure the Conference Room is clean and tidy, and preparation for making teas and refreshments for HOD's meeting as from the Supervisor • Assist in arranging with vehicles for staff transportation for meetings, deliveries etc if very busy as assign by the Supervisor • Assist with PMS/ recruitment process as required 1. Carry out any other duties as may be directed by the Head of Corporate Services Division or the CEO; • Booking conference room for meeting. • Prepare refreshments and serve for HOD'S meetings/HR – Interviews • Look after the vehicle and book for staff transportation • Clean/tidy up of the reception area watering the pot plant at the reception area • Look after the drinks for the customers/visitors at the reception, ensure cups are available and clean the area all the time
Person Specification	
Skills and Abilities	Mandatory: • Good analytical skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint, Visio, Publisher etc) • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. • Positive work attitude and can work well in a team setting. • Highly motivated and maintain confidentiality of information • Well organized and hardworking • Honesty and integrity • Highly proactive

	• Must be committed to duties allocated, efficiently and effectively. Desirable:
Qualifications and Experience	Mandatory: • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 years' work experience 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) Desirable:
Authorised by (sign and date)	
Acting Deputy Secretary / HOD	Name: Mrs Mele Vaipulu Signature & Date: 
Acting CEO	Name: Mrs 'Aivi Fakahua Signature & Date:  1/10/26
Employee	Name: Vacant Signature & Date:

