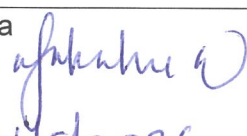
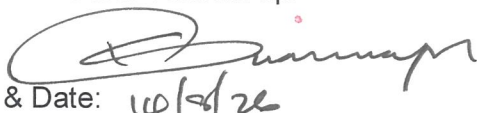


Ministry:	Ministry of Finance
Division:	Financial Framework Public Finance Management Division (FFPFMD)
Location:	Nuku'alofa
Job Title:	Economist
Position Number:	FIN08301211100110005
Reports to:	Deputy CEO for FFPFMD
Band:	L
Salary:	\$22,797 – \$34,190
Job Purpose	Ministry Profile Statement: ✚ Improved 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 Purpose: 1. To assist with PFM reform plan and initiatives within the general PFM pace. 2. To assist with implementing of PFM action plan and follow up actions. 3. To monitor compliance with the set financial policy and legislative directives especially with Treasury Instructions and PFM Act. 4. To liaise with Ministries to obtain information relating to their liabilities and assets and propose advice for related appropriate action to be taken. 5. To assist with the coordination and execution of the Tonga's PEFA assessment in collaboration with MDAs 6. Any other duties assigned by the Head of Financial Framework Division or the CEO for Finance.
Accountabilities / Outcomes	1 Planning 1. Draft Individual work plan aligning with Financial Policy AMP 2. Support unit work plan to deliver unit output 3. Assist staff capacity development plan 4. Assist staff training plans

	2. Organising 1. Assist secretariat to Task Team for Review of Treasury processes 2. Assist organizing policy committee meeting to discuss and review draft policies and framework when ready 3. Assist organizing relevant committee's steering committee and technical working group's meeting with stakeholders (PFM) 3. Leading 1. Assist communicating unit's plan to HOD and Technical Assistance (TA) and divisional plan to staff 2. Report to HoD on any internal control weaknesses in the Treasury Processes for improvements 3. Motivating unit staff 4. Inform Supervisor and HoD on area of strength in PFM and Treasury Processes to be maintained 5. Provide assistance to staff to improve area of weakness 4. Controlling ➤ Monitoring • Assist in monitoring the implementation of PFM Action plan ➤ Evaluating • Report on possible issues or factors contributing to issues identified from the monitoring of compliance with policy ➤ Correcting • Recommend to HoD to correct any non-practical section(s) of Treasury Instructions ➤ Reporting • Report on status of Risk Management Guidelines and Government Grants • Report on review of Treasury processes • Report on implementation of Treasury instructions with non-practical sections recommended for amendment 5. Technical 1. Design and format ad hoc reports requested through HoD 2. Revised and update report format to meet the need of key stakeholders Carry out any other duties as may be directed by the Head of Financial Framework Division or the CEO for Finance.
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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 etc), Sun-system, Vision, etc. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • I must have good public relations and networking skills. • The ability to travel and work after hours would be an advantage. • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive
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	Must be committed to duties allocated efficiently and effectively. Desirable:
Qualifications and Experience	Mandatory: - Bachelor's degree with no working experience - Diploma certificate with at least 2 years' experience in a <u>similar role</u> or at least 3 years' <u>relevant</u> working experience Qualification acceptable for this role must be in <u>Commerce, Economics, or Business</u> from a recognised educational institution Desirable:
Authorised by (sign and date)	
HOD	Name: Mrs. Aivi T. Fakahua Signature & Date:  14/8/2026
CEO for Finance	Name: Mrs. Kilisitina Tuaime'i'api Signature & Date:  14/8/26
Employee	Name: Vacant Signature & Date:

