

<b>POST DESCRIPTION</b>			
1	<b>Ministry of Finance &amp; National Planning</b>		
2	<b>Job Title:</b> Property Officer, St George Government Building (SGGB) Property Management, Corporate Services Division		
3	<b>Level:</b> 9 <b>Band:</b> L	<b>Post Number:</b> 3	<b>Location:</b> St George Palace
4	<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• SGGB Property and Asset Management</li> <li>• Duty roster for Sectional Staff</li> <li>• Periodic inspection of properties and reporting on condition</li> <li>• Conduct induction for customers and new recruit for Offices in the Property</li> <li>• Maintenance Records</li> <li>• Monitoring reports on compliance with</li> </ul>		
	<b>Job Outputs</b>		<b>Performance Indicators</b>
	<i>Refers to areas of output for position</i>		<i>Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	<b>Planning</b> <ul style="list-style-type: none"> <li>➤ Individual work plan</li> <li>➤ Communication strategy</li> <li>➤ Duty roster for security staff</li> <li>➤ Leave plan for PMS staff</li> <li>➤ Schedule for inspection of properties and reporting on condition</li> </ul>		<ul style="list-style-type: none"> <li>➤ Plans/ Strategies are at least 80% accurate and complete</li> <li>➤ Submitted to Supervisor within specified timeline</li> <li>➤ At least 80% of plan/ strategies implemented</li> </ul>
5.2	<b>Organising</b> <ul style="list-style-type: none"> <li>➤ Stock and asset management</li> </ul>		<ul style="list-style-type: none"> <li>➤ At least 80% compliance with Treasury Instruction</li> <li>➤ At least 80% accurate and complete stock and asset record</li> <li>➤ Asset report including depreciative value submitted within specified time line</li> </ul>

5.3	<b>Leading</b> <ul style="list-style-type: none"> <li>➤ Contract for outsource services for the property such as cleaners etc.</li> <li>➤ Induction on security process and procedures for staff/ customer, new recruit to offices in the property</li> <li>➤ Report on effectiveness of Que Management System at front counter</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contracting of outsource services meet specified timeline</li> <li>➤ At least 80% coverage for induction of staff in the property</li> <li>➤ Quarterly report on que management system within 14 by the end of the month</li> </ul>
5.4	<b>Controlling</b> <ul style="list-style-type: none"> <li>➤ Maintenance record</li> <li>➤ Report on Monitoring and Evaluation of compliance with Security Processes and Procedures</li> <li>➤ Report on effectiveness of que management system at service counter</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 80% accurate and complete record and report</li> <li>➤ Record updated 14 days by end of the month</li> <li>➤ Report submitted 14 days by end of the month</li> </ul>
5.5	<b>Technical</b> <ul style="list-style-type: none"> <li>➤ Report on periodic inspection of the property</li> </ul>	<ul style="list-style-type: none"> <li>➤ At least 80% accurate and complete</li> </ul>
5.6	<ul style="list-style-type: none"> <li>➤ and carry out any other duties as may be directed by the CEO</li> </ul>	<ul style="list-style-type: none"> <li>➤ Timeliness and accuracy of carrying out other tasks as directed</li> </ul>
6	<b>Reports Directly to:</b>	Property Manager
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	-Computer literate and well versed in Word and Excel. -Highly analytical
7.2	Minimum Qualification and Experience	-A Bachelor Degree in Management or related field from a recognized tertiary institution. Work experience in security will be an advantage but not essential
<b>POSITION COMPETENCIES</b>		
8	Core Behavioral Competencies	Key Performance Standards

8.1	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>➤ <b>Focuses on benefits and ways of overcoming obstacles.</b></li> </ul>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>

8.8	Building individual capacity	➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	The salary for the position is at Band L of the salary structure for the Tonga Public Service with a minimum of TOP\$ 19,490 to a maximum TOP\$ 29,230 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Property Officer	<b>Name:</b> (Vacant)  <b>Sign:</b> .....  <b>Date :</b> .....
10.2	Property Manager	<b>Name:</b> (Vacant)  <b>Sign:</b> .....  <b>Date :</b> .....
10.3	Head of CSD, Acting Deputy Secretary for Finance & National Planning	<b>Name:</b> Mrs Suliana Vi  <b>Sign:</b> .....  <b>Date :</b> .....
10.4	CEO for Finance & National Planning	<b>Name:</b> Mrs Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date :</b> .....

Note:

- Highlighted sections requires insertion of details as appropriate.
- Examples have been given as an indication of what may be required in that particular field.