

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Budget Division (BD)
<b>Location:</b>	Nuku'alofa
<b>Job Title:</b>	Economist (Operation)
<b>Position Number:</b>	FIN08202111100110005
<b>Reports to:</b>	Deputy CEO for BD
<b>Band:</b>	L
<b>Salary:</b>	\$19,490 – \$29,230
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>✚ Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>✚ Closer public/ private partnership for economic growth</li> <li>✚ More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>✚ Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>✚ More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b> To be responsible and to assist with the analysis of the overall budget performance by:</p> <ul style="list-style-type: none"> <li>• Formulate budget for MDAs responsible for</li> <li>• Assess and analyze budget issues related to MDAs responsible for and provide recommendation to Senior Economist or HOD for consideration</li> <li>• Monitor and evaluate budget implementation of MDAs responsible for</li> <li>• Review, assess, monitor, evaluate and report on budget performance of responsible MDAs</li> <li>• Assist with the drafting of the Budget Strategy and Budget Guidelines, and coordinating submission to Cabinet, and the distribution of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and programme budget templates to each Ministry</li> <li>• Review of the completed budget submissions of responsible MDAs to ensure it is in line with Government's medium- and longer-term objectives and priorities (under TSDF), the Budget Guidelines, and the fiscal and economic position and to ensure allocative efficiency achieved and provide recommendations to the HOD for consideration</li> <li>• Drafting end of year status report and assist with drafting the monthly, quarterly, mid-year and annual status report based on reviews/analysis of responsible MDAs' budget performance</li> </ul>

	<ul style="list-style-type: none"> <li>• Assess of the short, medium and long-term cash flow forecasts and raised with the HOD any critical issues identified for further discussion of way forward.</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Planning: assist and coordinate the Division’s contribution towards the Ministry’s corporate and annual planning and budgeting, cash flow, procurement</b></p> <ul style="list-style-type: none"> <li>• Assist with Divisions contribution to the Ministry’s Corporate Plan and Budget</li> <li>• Assist with Division’s contribution to the Ministry’s Stakeholder Communications Strategy</li> <li>• Assist with Division’s Draft Annual Management Plan and staff plans with SMART KPIs and M&amp;E built in</li> <li>• Assist with Division’s contribution to the Ministry’s Annual Cash Flow Forecast</li> <li>• Assist with Division’s contribution to the Ministry’s Annual Procurement Plan</li> <li>• Assist with Division’s contribution to the Ministry’s Risk Management Strategy</li> <li>• Assist with Division’s contribution to the Ministry’s Staff Development Plans, taking account CP gap analysis, PMS and related SOPs and other tests feeding into Training Needs Assessment</li> </ul> <p><b>Organizing: contributes to the division of labour, divisional structure, procedures</b></p> <ul style="list-style-type: none"> <li>• Assist in draft Staff Responsibility Map with clear linked to the allocated responsibilities</li> <li>• Assist in draft Divisional Structure for the Division with reporting roles consistent with Allocation of Responsibilities</li> <li>• consistent with Allocation of Responsibilities</li> <li>• Assist in draft JD for all staff linked to Allocation of Responsibilities</li> <li>• Assist in draft Induction Program for all new staff, including admin and technical SOPs and working ethos of MFD, with a test of their understanding to be administered after the induction</li> <li>• Assist in draft Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in the Division with clear numbering</li> <li>• Draft SOPs, using MFD SOP format, for all identified in the SOP Framework, including annual test to ensure staff understand the SOP</li> <li>• Assist in draft Information Management Framework (base on MFD Framework), clearly identifying all types of records, data, documents and other information that the Division is responsible for collecting, producing and storing, with clear systems for their efficient storage and retrieval (includes file structure, database, paper files...)</li> </ul> <p><b>Controlling: monitoring &amp; evaluation, correcting, reporting.</b></p> <ul style="list-style-type: none"> <li>• Record of Staff attendance, leave, travel, training, induction provided to the HoD for management purpose and to assist her during the HoDs meeting.</li> <li>• Draft Monthly, Quarterly and Annual Reports on performance against CP/AMP, Budget and cash flow of the MDAs</li> </ul>

**Better policy, systems and management for operations of integrated results based three-year medium term corporate plan and budgets.**

- Contribution to fiscal policy analysis and advise.
- Draft Cabinet papers on responsible MDAs budget issues
- Assist in drafting Revenue Framework generating bottom-up revenue forecasting
- Assist in drafting consistent and sustainable budget envelopes based on the bottom-up estimates, and the top-down estimates by EFPD
- Assist in providing information related to responsible MDAs to help in drafting budget strategy: budget policy/process related components
- Draft budget statement: budget policy/process/data related components
- Draft budget statement: budget policy/process/data related components
- One Process guidance and instructions for users in corporate planning and budgeting

**Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress.**

- Support responsible MDAs on preparation and management of their budgets and corporate plans.
- Compiled integrated responsible MDAs three-year budget and linked to CPs.
- Assist in providing budget tables and recurrent section on Government budget in GFS format for Budget Strategy and Statement.
- Draft weekly and monthly (to SE), reporting on budget status for responsible MDAs
- Half yearly, annual reporting on responsible MDAs Budget Performance
- Check and monitor responsible MDAs budget transfers
- Update responsible MDAs staff list – updated once PSDs received and reconcile monthly with payroll

**Any other duties beyond those covered in BCPD Outputs assigned and/or delegated by the DCEO for Finance.**

- Any other duties delegated by the SE and HOD from time to time.
- Other management tasks and duties completed as directed by the DCEO which contribute to the effective and efficient operations of the ministry

**Person Specification**

**Skills and Abilities**

**Mandatory:**

- advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software
- ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required)
- ability to travel is required, and work after hours is sometimes necessary
- good work attitude and work well in a team environment
- highly motivated and proactive
- well organized and hardworking
- honest, with high integrity and loyalty
- loyalty to government
- strong consultation and interpersonal skills

**Desirable:**

- good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings

	<ul style="list-style-type: none"> <li>• ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments</li> <li>• very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings and draft clear documents with confidence in both countries</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Bachelor Degree with no working experience</li> <li>✚ Diploma certificate with at least 2 years' experience in a <b>similar role</b> or at least 3 years' <b>relevant</b> working experience</li> </ul> <p><u>Qualification acceptable for this role must be in Commerce, Economics, or Business from a recognised educational institution</u></p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Acting/Deputy CEO / HOD</b>	<p>Name: Ms. 'Ilaisaane Ve'a</p> <p>Signature &amp; Date:</p>
<b>Acting CEO</b>	<p>Name: Mrs. Pisila 'Otunuku</p> <p>Signature &amp; Date:</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date:</p>