

Ministry:	Ministry of Finance
Division:	Budget Division (BD)
Location:	SGGB (Nuku'alofa)
Job Title:	Assistant Economist
Position Number:	FIN08202111100110006
Reports to:	Deputy CEO BD or (Acting DCEO BD)
Band:	M
Salary:	\$15,120 - \$22,680
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"> • To assist the Head of Budget in delivering the following responsibilities:
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Monitor budget performance for MDAs assigned to by Head of Division. This includes the followings: <ul style="list-style-type: none"> • Cash flow forecast (both revenue and expenditure) • Funding confirmation for both established and unestablished staff • Update staff list • Prepare periodic reports on budget performance monthly, quarterly, half yearly and annually. • Process transfer funds requested by MDAs • Prepare annual budget estimate for MDAs responsible to • Revenues and Expenditures Database Input and verify the Staff list,

	<ul style="list-style-type: none"> • Responsible for these MDAs efficiency, effectiveness which includes monitoring the physical progress and status of resources • Review and inform Head of Budget if there are any major variances from weekly, monthly or quarterly databases. • Provide fiscal data and cost benefit analyses to assist with the formulation of economic policies and strategies. • Assist with preparing of budget guidelines. • Coordinate and consult with Ministries on Budget related matters. • Assist compile and produce the final output of the budget estimates documents. • Participate in relevant workshops/meetings on behalf of the Ministry. • Carry out any other duties as may be assigned by the Head of Budget Division or the CEO.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills. • Good computer skills and' well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint Sun-system, etc). • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Good work attitude is highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework +up to 2 years relevant work experience. • Relevant certificate level 4/trade/technical qualification + 2 years relevant work experience. • Current employee in Government with 2 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).
Authorised by (sign and date)	
Acting/Deputy CEO/ HOD-BD	<p>Name: Ms. 'Ilaisaane Vea</p> <p>Signature & Date:</p>

A/CEO for Finance	Name: Ms. Pisila 'Otunuku Signature & Date:
Employee	Name: Vacant Signature & Date: