

Ministry:	Ministry of Finance
Division:	Debt Management Section, Financial Framework Division (FFD)
Location:	St George Building (Nuku'alofa)
Job Title:	Clerk Class I
Position Number:	FIN08301211100110006
Reports to:	Head of Debt Management Section, (FFD)
Band:	O
Salary:	\$10,080 - \$15,120
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> <p>As supporting staff mainly to Debt Management Section:</p> <ul style="list-style-type: none"> • To assist with Gita Recovery loan & Micro finance for Women Schemes • To assist with Government loan external and domestic payments process • To assist with recording and preparing reports • To assist in proper and complete keeping of all asset and liability information of MDA's • Any other duties assigned by Supervisors or Head of Financial Framework Division
Accountabilities / Outcomes	<p>Job Outputs</p> <p>Planning</p> <ul style="list-style-type: none"> • Individual Work Plan aligning with Divisional work plan • Weekly plan and progress report <p>Organizing</p> <ul style="list-style-type: none"> • Review accordingly the structure of the small soft loans & report on an annual basis and recommend improvement to Supervisor <p>Leading</p> <ul style="list-style-type: none"> • Provide friendly, clear, and straightforward communication verbal, written, email, and telephone.

	<ul style="list-style-type: none"> • Develop solution to any encounters faced by Divisions • Motivate colleagues to work together to achieve Ministry and Divisional goals <p>Controlling</p> <ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual Status Report of Gita Recovery & Micro -loans for Women • Assist with preparation of loan repayment process both external and domestic loans • Follow up on-lent loans repayment as due and make sure they comply with loan agreement <p>Technical</p> <ul style="list-style-type: none"> • Advise debt service projection weekly • Prepare and record loan payments as due <p>Other duties</p> <ul style="list-style-type: none"> • Tasks directed by Head of FFD or the CEO related to division • Data requests from other divisions and ministries approved by supervisor or CEO • Perform any other duties delegated by CEO or supervisor related to division
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills, Good command of both Tongan & English Languages written & spoken • Good work attitude and highly motivated; • well organized and hardworking; • honesty and integrity; • loyalty to government; • highly proactive; must be committed to duties allocated, efficiently, and effectively
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 + 1 year's work experience • Form 7 or equivalent of Certificate level 3 + 4 year's work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • Current TPS employee with 5 year's 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)	
Deputy CEO/ HOD- FFD	Name: Mrs. Aivi Telefoni Fakahua Signature & Date:
A/CEO for Finance	Name: Ms. Pisila 'Otunuku Signature & Date:
Employee	Name: Ms. Hillgrace 'Ulupano Signature & Date: