



MINISTRY OF FINANCE
Government of Tonga

SAVINGRAM

To: Acting Chief Executive Officer Public Service Office Commission
From: Acting Chief Executive Officer for Finance

Reference No.: 15S/1026

Date: 19/09/2022

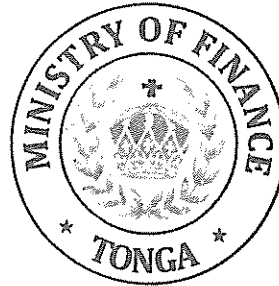
**Re: Recommend for Endorsement of Attached Job Description (JD's) to be
Advertised, Ministry of Finance.**

Please find attached is the signed Job Description and Staff Structure for Ministry of Finance Vacant post for endorsement of Salary Band as shown on the table below;

No.	Vacant Position	Band	Divisions	Vacated by	Status
1	Economist	L	Budget	Fane L M Finau	JD send to PSC for endorsement of band and Minimum requirements

The kind assistance of your good office will be greatly appreciated,


Mrs. Suliana Vi,
for A/Chief Executive Officer for Finance.



Ministry:	Ministry of Finance
Division:	Budget Division (BCPD)
Location:	SGGB (Nuku'alofa)
Job Title:	Economist
Position Number:	FIN08202111100110005
Reports to:	Acting Deputy/CEO BCPD
Band:	L
Salary:	\$19,490 - \$29,230
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>To be responsible and to assist with the analysis of the overall budget performance by:</p> <ul style="list-style-type: none"> • Assist with the development and coordination of the overall Budget formulation process and the subsequent analysis of Budget implementation; • Assist with the review, assess and report on overall ministries' budget (revenue and expenditure) requests after ensuring it is in-line with priorities and within estimated budget; • 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. • Assist with the review of the completed budget submissions 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

	<p>and to ensure allocative efficiency achieved and provide recommendations to the HoD for consideration.</p> <ul style="list-style-type: none"> • Assist with coordinating the process of preparation of the Programme Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee; • Assist with drafting end of year status report and assist with drafting the quarterly and mid-year status report based on reviews/analysis of MDAs' budget performance with recommendations on appropriate fiscal measures. • Assist with the assessment 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.
<p>Accountabilities / Outcomes</p>	<p>Planning: assist and coordinate the Division's contribution towards the Ministry's corporate and annual planning and budgeting, cash flow, procurement</p> <ul style="list-style-type: none"> • Divisions contribution to BCPD Corporate Plan and Budget • Division's contribution to the Ministry's Stakeholder Communications Strategy • Division Draft Annual Management Plan and staff plans with SMART KPIs and M&E built in • Division's contribution to the Ministry's Annual Cash Flow Forecast • Division's contribution to the Ministry's Annual Procurement Plan • Division's contribution to the Ministry's Risk Management Strategy • Division's contribution to the Ministry's Staff Development Plans, taking account CP gap analysis, sPMS and related SOPs and other tests feeding into Training Needs Assessment <p>Organizing: contributes to the division of labour, divisional structure, procedures</p> <ul style="list-style-type: none"> • Draft Staff Responsibility Map with clear linked to the allocated responsibilities • Draft Divisional Structure for the Division with reporting roles consistent with Allocation of Responsibilities • Draft JD for all staff linked to Allocation of Responsibilities • 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

- Draft Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in the Division with clear numbering
- Draft SOPs, using MFD SOP format, for all identified in the SOP Framework, including annual test to ensure staff understand the SOP
- 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...)

Leading: assisted communications with the division's stakeholders, staff management and development

- Well drafted press releases and issue of data and information to be made public
- HoD meetings attended when the HoD is away (as called by CEO) raising management issues and concerns from staff
- weekly team meetings held when the HoD is away, to lead work program and feed information between team, and the HoD meetings
- hand over and follow up notes when HoD is away

Controlling: monitoring & evaluation, correcting, reporting

- Record of Staff attendance, leave, travel, training, induction provided to the HoD for management purpose and to assist her during the HoDs meeting
- Draft Monthly, Quarterly and Annual Reports on performance against CP/AMP, Budget and cash flow of the MDAs

JD Outputs associated with CP Output:



• 08.3.01-02 Better policy, systems and management for operations of integrated results based three-year medium term corporate plan and budgets

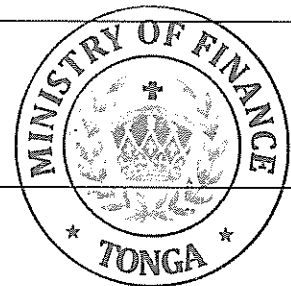
- contribution to fiscal policy analysis and advise
- Draft Cabinet papers
- Draft Revenue Framework generating bottom-up revenue forecasting
- Draft consistent and sustainable budget envelopes based on the bottom-up estimates, and the top-down estimates by EFPD
- Draft budget strategy: budget policy/process related components

	<ul style="list-style-type: none"> • Draft budget statement: budget policy/process/data related components • One Process guidance and instructions for users in corporate planning and budgeting • training material and arrangements in CPing and Budgeting <p>JD Outputs associated with CP Output:</p> <ul style="list-style-type: none"> • 08. 3.01-03: Better formulated budgets and corporate plans, with improved monitoring, management and reporting on operations and progress • support to MDAs on preparation and management of their budgets and corporate plans • compiled integrated three-year budget (supported by CPs from each MDA) [design of budget and CPs not fully meeting users need] • Budget tables and section on Government budget and GFS format for Budget Strategy and Statement (compiled under output 02 and sent to EFPD) • Draft weekly and monthly (to SE), reporting on budget status across MDAs • half yearly, annual reporting on MDAs CPs and Budget Performance [details of process not fully developed] • MDA budget transfers [still at item level] • MDA staff list updated - daily basis <p>Any other duties beyond those covered in BCPD Outputs assigned and/or delegated by the DCEO for Finance & National Planning</p> <ul style="list-style-type: none"> • Any other duties delegated by the SE 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
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Person Specification

<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • 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 public relation, communicating and networking skills in Tonga and a range of other social and cultural settings • ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments
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	<ul style="list-style-type: none"> • 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 • 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
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Bachelor 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 <p><u>Qualification acceptable for this role must be in Commerce, Economics, or Business from a recognised educational institution</u></p> <p>Desirable:</p> <ul style="list-style-type: none"> •
Authorised by (sign and date)	
Acting Deputy CEO/ HOD-BCPD	<p>Name: Mrs. Vika S Lavemaau (Acting D/CEO - BCPD)</p> <p> Signature & Date: 19/9/22</p>
A/CEO for Finance	<p>Name: Ms. Lesieli Tufui Faletau</p> <p> 19/09/22 Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>



Sheswarau



- Key:**
- Vacant
 - Filled Posts
 - WB Secondment Daily Paid Staff
 - Prof Contract

