SAVINGRAM

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

Reference No.: 15S/43   **Date: 19/01/2023**

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	System Analyst	J	Information &Communication Technology	New Post	JD send to PSC for endorsement of band and Minimum requirements
2	COGII	N	Information &Communication Technology	Suliana Hehea	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 **Chief Executive Officer for Finance.**

Ministry:	Ministry of Finance
Division:	Information & Communication Technology Division
Location:	SGGB, Nuku'alofa
Job Title:	System Analyst
Position Number:	FIN08105211100110003
Reports to:	A/ Deputy CEO- ICT
Band:	J
Salary:	$27,686 - $41,530
Job Purpose	**Ministry Profile Statement:** ⫶ 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 **Ministry Corporate Plan Outputs delegated to the Division** **08.03.02-01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard** Technical skills are important for the delivery of many outputs; however, it is not possible for a poorly lead and managed ministry and divisions to deliver the quality of outputs required. This internal output covers the sub-outputs (many of them contributions to Ministry administrative documents) required for the effective management and operation of the division contributing to the success of the Ministry. **08.01.05-02: More reliable MoFin ICT Systems** The Division is accountable and responsible for the overall development, operation and maintenance of the ICT services; Reliable Infrastructure and application systems, ICT Human Resources, information presentations, ICT policies, procedures and processes. **08.01.5-03: Better access for all MDAs and others to MoFin information and databases and related services provided by MoFin**

While MoFin is the central-Ministry for the budget, corporate planning and financial management, the line Ministry needs to be able to effectively access to Financial Management and Information System and other financial databases that host, maintained, and control by the division. This output covers enable of access, control security and safety of all related database services related to all financial information for all MDAs and Development partners.

Job Purpose:

from Ministry Corporate Plan Outputs

The System Analyst (Application) is responsible to ensure the efficient and effective delivery of the outputs delegated to the Application Section of the ICT Division in the Ministry's Corporate Plan.

Accountabilities / Outcomes	**Planning**
	1. Planning and Managing of Projects related to the improvement of the ICT Application/Database
	    a. Government IFMS Plans
	    b. Government Payroll Plans
	    c. Planning and implementation of strategic solution for MFNP internal application architecture
	    d. ICT Training Manual
	    e. Business Analysis and Application Solution, developing Technical and deliver optimum solutions meeting the Ministry problems
	    f. Ministry of Finance and National Planning Web-Site and Publications
	    g. Maintenance and Upgrade Plans for In-house Application and Database development
	    h. Application system usage, policy, standards and procedures
	2. Assist in the preparation of Corporate Plan, AMP and various plans for ICT Applications
	3. Responsible for drafting of all plans for donor funded projects related to ICT Application under the Division
	4. Control Businesses solution by analyze system requirement, establishing specification, coordinating production.
	5. Assist with the planning of any other activities related to ICT Application under the Division
	
	Organizing
	• To be responsible for the Infrastructure Unit
	• Review and develop structures and processes in order for projects to be implemented efficiently and effectively
	• Develop/Review and document efficient ICT Application
	• Assist Software Usage Policy, Standards and Procedures and related to Applications
	• Assist Security and Safety of all ICT Applications
	• Accomplish information systems and organization mission by completing related results as needed.

- Act as technical subject matter expert for assigned function areas, including the ability to provide in depth support to internal/external project team members on workday security and use of MFNP ICT services.

- Handle and track correspondence between client and implementation team on project status and additional requirements.

- Ability to bridge the gap between information technology and business processes and client requirements

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- In-depth analysis, understanding, loading and maintenance Workday system data.

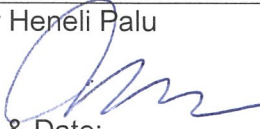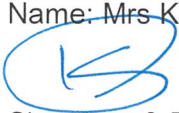- Assist Deputy CEO for ICT in organizing of the division

Leading

1. ICT Project Management
   a. Planning and Managing of ICT Projects
   b. Prepare Project Plan, Proposals, Reports
   c. Translates MFNP requirements into technical requirements
   d. Formulates and defines system scope and objective based on user needs and understanding of MFNP processes
   e. Develops solution by preparing and evaluating alternative workflow solutions.
   f. Develops, write, and communicates system design and functional system specification.
   g. May analyze customer's systems to understand strengths and weaknesses for the identification of opportunities for improvements
2. Participates in frequent meetings to effectively communicate with and motivate team members.
3. Assist in implementing PMS for the Application Section staff, ICT division.
4. Ensure MFNP Operation by Training client personal and providing support.
5. Define application problem by conferring with MFNP clients, and evaluating procedures and processes.
6. Examination existing ICT System and Business Models and provide reference by writing documentation.
7. Being involved in leading, planning, developing and executing stages of a project.
8. Assisting to ensure projects are delivered with the budget and on-time.

To carry out any other duties assigned by the Head of ICT, and/or the CEO for Finance

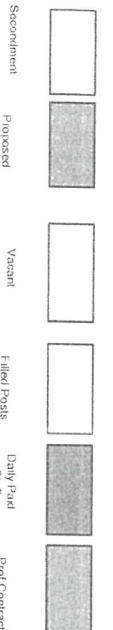- Report (written or oral) or documentations on duties being assigned

Person Specification	
Skills and Abilities	**Mandatory:** • Strong Analytic Skills • Good Programming Skills • Good Knowledge of Sun Systems, Micro pay, and CS-DRMS • Good Knowledge of LAN • Good knowledge of Window Servers and Linus Servers • Ability to work on and lead multiple projects in a high-pressure environment • Ability to travel and work after hours would be an advantage • Good Communication skills, good command of both Tongan and English languages (Written and spoken) • Must have good public relations and networking skills • Anility to travel and work after hours would be an advantage • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Loyalty to Government • Highly proactive • Must be committed to duties allocated, efficiently and effectively **Desirable:**
Qualifications and Experience	**Mandatory:** • Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1 year experience in a similar role • Relevant degree + 2 years in a **similar role**, or 4 years' relevant work experience • Relevant diploma + 4 years in a **similar role**, or 10 years' relevant work experience Current TPS employee with 5 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) **Desirable:**

Authorised by (sign and date)	
Supervisor & A/Deputy CEO / HOD- ICT	Name: Mr Heneli Palu Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuaimei'api 31/1/23 Signature & Date:
Employee	Name: Vacant Signature & Date:

Information and Communication Technology Division

Key:

Secondment	
Proposed	
Vacant	
Filled Posts	
Daily Paid Staff	
Prof Contract	

DS: ICT
(Vacant)
Band F

Communications

Chief Engineer
(Vacant)
B/I

ICT Infrastructure

System Support
G1
(Proposed)

COGIII
'Akosita Futuna
B/P

Computer Programmer
(Melikiola Fakatava) B/L

System Anlyst
(Viliami Tupou) B/J

ICT Support

System Support
G1
(Proposed)

COGII
(Vacant)
B/N

Sys. Supp. Off. G1
Felisita Feáo B/M

Saane Tonga
System Support G1
B/L

System
Administrator
Ãlisi Kamoto B/L

System Analyst
(Tevita Lehaúli)
B/J

ICT Applications

Sign by HOD

Computer
Programmer
Mele Filiai B/L

System Analyst
(vacant)
B/J

Chief System
Henele Palu
B/I

System
Administrator
'Iamoe Puloka
B/L

Ministry of Finance
Government of Tonga
Funding Confirmation for Recurrent Budget-funded staff position

Established Staff Position(s)	Band	Division/ Unit	Source of Post[1]	Budget line-item	Cost ($)
Chief Accountant (x1)	I	Financial Framework Division	(Resultant secondment Mrs. Nanise Tu'ineau)	08-301111-1001-1000	$31,147
Principal Legal Officer (x1)	I	Financial Framework Division	(Resultant secondment Mr. Viliami Folaumahina)	08-301111-1001-1000	$31,147
Senior Auditor (x1)	J	Internal Audit Division	(Resultant secondment Mrs. Tepola Vainikolo)	08-103111-1001-1000	$27,686
System Analyst (x1)	J	Information & Communication Technology Division	Abolished post Chief System Analyst New post (08-105311-1001-1000 $31,147.00)	08-105311-1001-1000	$27,686
Senior Assistant Secretary (x1)	K	Office of the CEO	(New post)	08-102111-1001-1000	$24,226
Accounting System Administrator (x1)	L	Financial Framework Division	(Resultant secondment Mr. Semisi 'Enele Vaea)	08-301111-1001-1000	$20,075
Computer Operator Grade II (x1)	N	Information & Communication Technology Division	(Resultant secondment Mrs. Suliana Hehea)	08-105311-1001-1000	$12,113
VIP Driver (x1)	Q	Office of the Hon Minister	(Resultant secondment Mr. Luke Manumu'a)	08-101111-1001-1000	$8,652
Unestablished Staff Position(s)	**Band**	**Division/ Unit**	**Source of Post**	**Budget line-item**	**Cost ($)**

Endorsement by MDA:

APPROVED BY: _____ ᏚᏌᏞᎥ _____ DATE: 31|1|23. *[signature] 31|01.*
Head of Division/ Department

Other documentation(s) required:
If it is stated above that any <u>abolished position(s)</u> is/are to be used as source of funding, you must attach a Savingram that includes the approval of your CEO for the abolishment of such position(s) and its purpose.

BUDGET DIVISION USE ONLY
Confirmation of Funding

(MINISTRY OF FINANCE)

1. Funding confirmed? (Y)/ N

2. If funding is <u>not</u> confirmed, state the budgetary implications and proposed way forward.

3. Other Comments:

CHECKED BY DESK OFFICER: _[signature]_ DATE: 31.01.2023

APPROVED BY: _[signature]_ DATE: 31/1/23
A/Deputy CEO/ Head of Budget

File Reference # 399/22-23

Must indicate for each position requesting funding confirmation, whether its source of funding is either from a 'resultant vacancy', 'abolished post(s)' OR 'critical post'.