



SAVINGRAM

To: CEO for Public Service Office Commission
From: CEO of Finance

Reference No.: 15S/328

Date: 16/04/2024

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 including Vacant posts for endorsement of Salary Band as shown on the table below;

No.	Vacant Position	Band	Divisions	Vacated by	Status
1	Executive Assistant	K	Leadership	New post	JD's send to PSC for endorsement of band and Minimum requirements
2	Senior Economist	J	Budget	Fane L M Finau	JD's send to PSC for endorsement of band and Minimum requirements
3	Senior Economist	J	Budget	'Olivia Lokotui	JD's send to PSC for endorsement of band and Minimum requirements

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



S. 'Eti Teumohenga
for CEO of Finance



SET:m

Ministry:	Ministry of Finance
Division:	Budget Division (BCPD)
Location:	St George Building (Nuku'alofa)
Job Title:	Senior Economist, Budget Division (BCPD)
Position Number:	FIN08202111100110004
Reports to:	Deputy/CEO BCPD
Band:	J
Salary:	\$29,072-\$43,607
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. The employee is expected to undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for the compilation and production of the Budget submissions as per sectoral groupings and also Corporate Plan; 2. Responsible for daily, weekly, monthly, quarterly, and assist with the mid-year and annual reviews/analysis of important budget indicators for reporting purposes; 3. Provide cost benefit analysis of resources allocated to a particular program and provide budgetary information/report; 4. Prepare draft Cabinet submission on Budget related matters; 5. Assist with the development of the budget guidelines, strategies and consultation program with stakeholders; 6. Monitoring Expenditure: analyze collated data for monitoring the progress of budget utilization and the effectiveness & efficiency of resources allocation; 7. Monitoring Revenue: analyze collated data for monitoring the progress of revenue collection and the effectiveness & efficiency of collecting revenue arrears. 8. Review budget submissions from ministries and stakeholders and provide policy recommendations based on the review undertaken; 9. Analysis of budgetary implications of unbudgeted and additional budget requests and provide policy recommendations based on the analysis undertaken;

	<p>10.. Assessing the distributional incidence of the budget allocation to line ministries and provide policy recommendations based on the analysis undertaken;</p> <p>11. Conduct and participate in relevant trainings and meetings on behalf of the Ministry</p> <p>12. Input and verify the Staff list and provide analysis and policy recommendations on way forward to minimize payroll costs on the Government's budget.</p>
<p>Accountabilities / Outcomes</p>	<p>Planning</p> <ul style="list-style-type: none"> • Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report. • Meet with relevant key stakeholders on budget and fiscal policy management issues. <p>Organizing</p> <p>1. Staff Development</p> <ul style="list-style-type: none"> • Assist the Head of Division in providing training to budget officers in MDAs. • Assist the Head of Division in proposing relevant training needs which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs. • Assist the Head of Division in proposing relevant training structure which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs. • Participate proactively in Divisional meeting. <p>Leading</p> <p>1. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders</p> <ul style="list-style-type: none"> • Approval of the budget guidelines and strategies • Implementation of budget strategies by line ministries <p>2. Coordinate and consult Line Ministries on Budget related matters including the review of budget submissions from Line Ministries.</p> <ul style="list-style-type: none"> • Approval of the ministries allocation by Cabinet and LA subsequently • Distribution of line ministries approved estimate • Executing activities as per the approval granted in LA for their budget estimate <p>3. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA.</p> <ul style="list-style-type: none"> • Revised Corporate Plans amended as per approved estimate by LA. <p>Controlling</p> <p>1. Participate proactively in revenue and expenditure forecasting</p>

- Revenue baseline for MDAs for the medium-term budget
 - Expenditure baseline for MDAs for the medium-term budget
2. Preparing tables and justifications of the annual budget and Corporate Plan
 - Corporate Plan and Annual budget tables with justifications
 3. Responsible for monthly, quarterly and assist with the six monthly and end of year status report to Cabinet
 - Budget briefing on responsible ministries and taking the lead revenue and expenditure cash flow forecast considering their approved Corporate Plan - the effectiveness
 - Undertaking further analysis if significant divergences between revenue and expenditure targets, actual and forecast are emerged against their approved Corporate Plan.
 4. Assist in providing information for cost benefit analysis on fiscal policy proposal such as revenue rate increase/cut or on resources allocated to a particular program as per their approved Corporate Plan and provide budgetary information
 - Preparing brief reports on the finding
 - Physically visiting line ministries undertaking the analysis required for determining desirable levels of resources allocation.
 5. Prepare draft Cabinet submission on Budget related matters
 - Approval of the submissions
 6. Monitoring responsible Line Ministries revenue and expenditure - Analyze collated data for monitoring the progress of revenue collection and budget utilization and the effectiveness & efficiency of collecting the revenues and resources allocation against their approved Corporate Plan;
 - Provide accurate and appropriate corrective measures via the Head of Division to the CEO-finance and to line ministries
 - Taking into account the information in budget preparation and formulation
 7. Analysis of budgetary implications of unbudgeted and additional budget requests against the responsible MDAs' Corporate Plan
 - Acceptance and approval of the request within the financing envelope
 - Possible funding options to utilize
 8. Assessing the distributional incidence of the budget allocation to line ministries
 - Provision of findings on the frequency if transfer from programs to programs or sub-programs to sub-programs

	<p>Technical</p> <ol style="list-style-type: none"> 1. Updating responsible MDAs' staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission. <ul style="list-style-type: none"> • Updated staff list updated to assist the division during the budget preparation and for Management decision making. 2. Assessing responsible MDAs' transfer request against their Corporate Plan <ul style="list-style-type: none"> • Assessed transfer request from responsible MDAs for endorsement by the Head of Division. • Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval. 3. Maintaining the One Process Tool <ul style="list-style-type: none"> • Update the One Process Tool in preparation for the medium-term budget preparation. <p>Any other duties delegated by the Head of Division or the Chief Executive Officer for Finance & National Planning</p> <ul style="list-style-type: none"> • Report as directed.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills. • Good negotiation skills. • Good Computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, and PowerPoint etc), Sun-system, Vision • Must have good public relation and networking skills. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Good work attitude • 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"> ⚡ Master degree with no working experience ⚡ Post Graduate Diploma with at least 1 year experience in a similar role, or at least 3 years' relevant working experience

	<p>↓ Bachelors' degree with at least 3 years' experience in a similar role, or at least 4 years' <u>relevant</u> working experience</p> <p><u>Qualification acceptable for this role must be in Commerce, Economic, or Business from a recognised educational institution</u></p> <ul style="list-style-type: none"> • Desirable:
Authorised by (sign and date)	
Deputy CEO/ HOD- BCPD	<p>Name: Mrs. Sivoki Lavemaau</p> <p> 12/04/24 Signature & Date:</p>
CEO for Finance	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p> 15/04/24 Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>



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	<p>7. Monitoring Revenue: analyse collated data for monitoring the progress of revenue collection and the effectiveness & efficiency of collecting revenue arrears.</p> <p>8. Review budget submissions from ministries and stakeholders and provide policy recommendations based on the review undertaken;</p> <p>9. Analysis of budgetary implications of unbudgeted and additional budget requests and provide policy recommendations based on the analysis undertaken;</p> <p>10.. Assessing the distributional incidence of the budget allocation to line ministries and provide policy recommendations based on the analysis undertaken;</p> <p>11. Conduct and participate in relevant trainings and meetings on behalf of the Ministry</p> <p>12. Input and verify the Staff list and provide analysis and policy recommendations on way forward to minimize payroll costs on the Government's budget.</p>
<p>Accountabilities / Outcomes</p>	<p>Planning</p> <ul style="list-style-type: none"> • Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report. • Meet with relevant key stakeholders on budget and fiscal policy management issues. <p>Organizing</p> <p>1. Staff Development</p> <ul style="list-style-type: none"> • Assist the Head of Division in providing training to budget officers in MDAs. • Assist the Head of Division in proposing relevant training needs which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs. • Assist the Head of Division in proposing relevant training structure which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs. • Participate proactively in Divisional meeting. <p>Leading</p> <p>1. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders</p> <ul style="list-style-type: none"> • Approval of the budget guidelines and strategies • Implementation of budget strategies by line ministries <p>2. Coordinate and consult Line Ministries on Budget related matters including the review of budget submissions from Line Ministries.</p> <ul style="list-style-type: none"> • Approval of the ministry's allocation by Cabinet and LA subsequently

- Distribution of line ministries approved estimate
- Executing activities as per the approval granted in LA for their budget estimate
- 3. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA.
- Revised Corporate Plans amended as per approved estimate by LA.

Controlling1. Participate proactively in revenue and expenditure forecasting

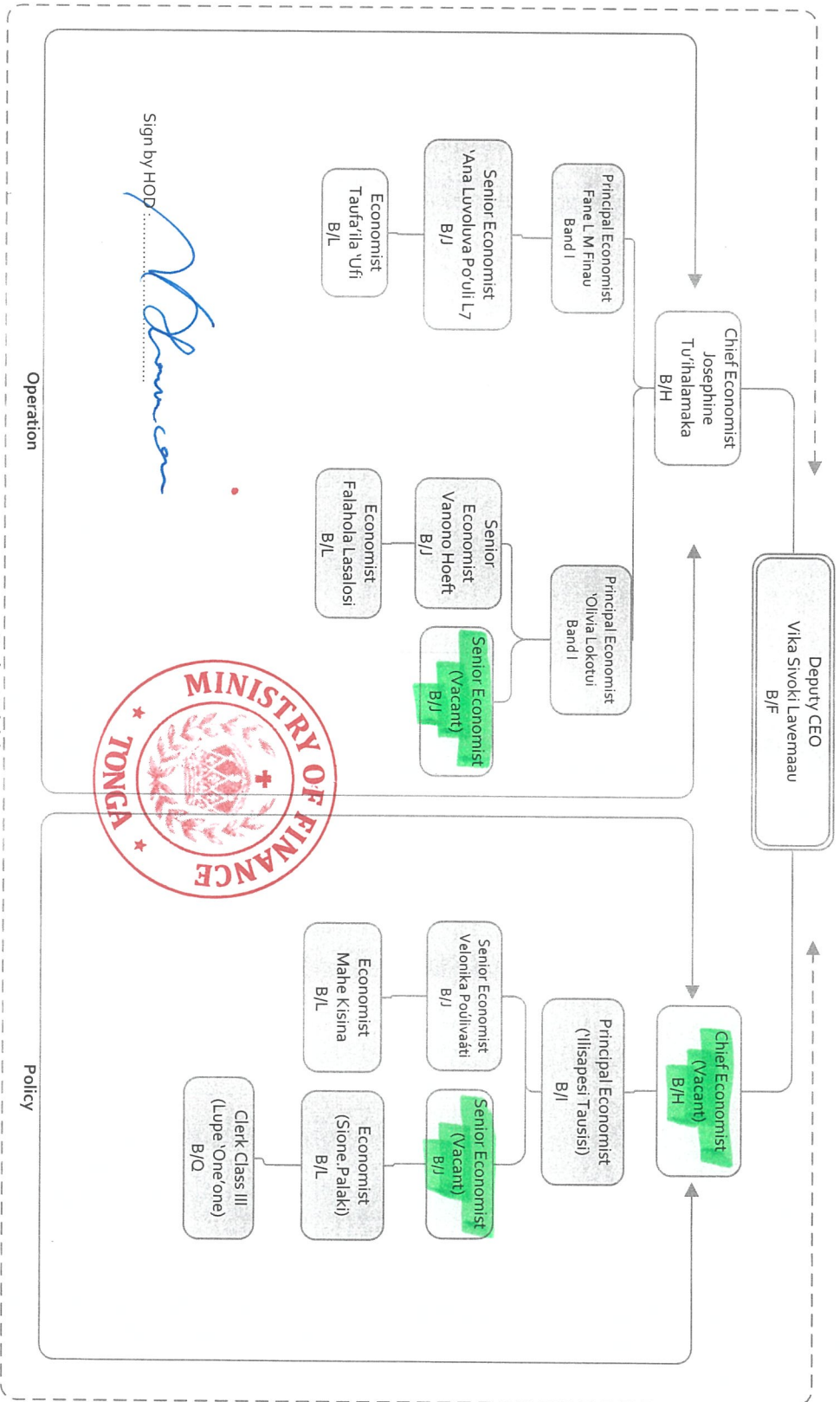
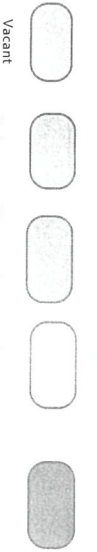
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 - Preparing brief reports on the finding
 - Physically visiting line ministries undertaking the analysis required for determining appropriate tax rate to apply or desirable levels of resources allocation.
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 7. Analysis of budgetary implications of unbudgeted and additional budget requests against the responsible MDAs' Corporate Plan

	<ul style="list-style-type: none"> • Acceptance and approval of the request within the financing envelope • Possible funding options to utilize such as donor funding if donor's assistance is possible <p>8. Assessing the distributional incidence of the budget allocation to line ministries</p> <ul style="list-style-type: none"> • Provision of findings on the frequency if transfer from programs to programs or sub-programs to sub-programs <p>Technical</p> <ol style="list-style-type: none"> 1. Updating responsible MDAs' staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission. <ul style="list-style-type: none"> • Updated staff list updated to assist the division during the budget preparation and for Management decision making. 2. Assessing responsible MDAs' transfer request against their Corporate Plan and insert them into the sun-system <ul style="list-style-type: none"> • Assessed transfer request from responsible MDAs for endorsement by the Head of Division. • Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval. • Insert into the sun-system the approved transfer request by the CEO-Finance or the Minister –Finance. 3. Compiling and reporting on Government Financial Statistics (GFS) <ul style="list-style-type: none"> • Provision GFS revenue/grants data for reporting and analyses purposes • Provision GFS expenditure data for reporting and analyses purposes 4. Maintaining the One Process Tool <ul style="list-style-type: none"> • Update the One Process Tool in preparation for the medium-term budget preparation. <p>Any other duties delegated by the Head of Division or the Chief Executive Officer for Finance & National Planning</p> <ul style="list-style-type: none"> • Report as directed.
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Authorised by (sign and date)	
Deputy CEO/ HOD- BCPD	<p>Name: Mrs. Vika Sivoki Lavemaau</p> <p>Signature & Date:  12/04/24</p>
CEO for Finance	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date:  15/04/24</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>



Key:



Budget Division