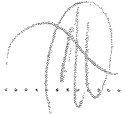



Ministry:	Ministry of Finance
Division:	Checking Section, Treasury Division
Location:	SGGB, Nuku'alofa
Job Title:	Chief Clerk
Position Number:	08303111100110005
Reports to:	Head of Checking Section
Band:	M
Salary:	\$ 17,171 – \$ 25,757
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: 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"> • Checking and processing of labour wages and contract staff payments, ensuring full compliance before authorization for payment.
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Checking the compliance, accuracy and validity of all Labour Wages (Daily Paid)/Contract employees' wages, meeting fees etc., before authorization: for payment • Closely liaising with budget division in ensuring there's fund allocations in the approved Budget for all new recruits and required payments • Maintaining and updating of database / register on all government daily paid / contract employees etc. • Closely liaising with development division in ensuring there's fund allocations in the approved budget for all daily paid / contract employees etc. • Assist with checking of other expenditure vouchers, before authorization for payments • Assist in carrying out reconciliation of MOF Daily Paid/Contract Employees databases with line ministries. • Assist in providing regular reports to Management on issues/status etc. on Daily Paid /Contract Employees • Assist in ensuring that all related checked payments (labour wages etc.) are timely delivered to the banks and related organizations

	<ul style="list-style-type: none"> • Assist in responding to queries from Line Ministries on any Daily Paid/ Contracts Employees issues <p>To carry out any other duties assigned by the supervisor and Head of Treasury:</p> <ul style="list-style-type: none"> • Attend meetings/trainings when necessary • Official Travel when necessary • Acting on higher positions when required or necessary etc. •
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ Good Analytical Skills ➤ Computer Literate ➤ Must have good public relation and networking skills ➤ Ability to travel and work after hours would be an advantage ➤ Fluent communication skill in both Tongan and English languages (written and spoken) ➤ 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 <p>Desirable:</p>
Qualifications and Experience	<ul style="list-style-type: none"> + Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience + Relevant certificate level 4/trade/technical qualification + 3 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) <p>Desirable:</p>
Authorised by (sign and date)	
Acting HOD	<p>Name: Miss. Veisia Rose Mafi</p> <p>Signature & Date:  7/12/2024</p>
CEO	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date: </p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

