

Ministry:	Ministry of Finance
Division:	Aid Management and Resilient Development Division (AMRDD)
Location:	St. George Building (Nuku'alofa)
Job Title:	Principal Economist
Position Number:	FIN08203111100110003
Reports to:	Acting Deputy CEO – AMRDD
Band:	I
Salary:	\$34,342 - \$51,511
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>The Principal Economist is to assist the Deputy CEO in the efficient and effective delivery of the output's delegates to the Division in the Ministry's Corporate Plan.</p>
Accountabilities / Outcomes	<p>JD Outputs associated with CP Output:</p> <p>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</p> <p>Planning: corporate and annual planning and budgeting, cash flow, procurement</p> <ul style="list-style-type: none"> ➤ Formulate individual work plan and plan of action. ➤ Assist with the divisions draft contribution to the Corporate Plan and Budget ➤ Assist with the divisions draft contribution to the AMP with KPIs for the year ➤ Assist with the divisions draft contribution to the Annual Cash flow

- Assist with the divisions draft contribution to the Annual Procurement Plan
- Assist with the divisions draft contribution to the Annual Asset management plan
- Assist with the divisions draft contribution to the Risk Management Plan
- Assist with the divisions draft contribution to the Staff Development
- Assist with the divisions draft contribution to the Division responsibility map
- Assist with the divisions draft contribution to the Division org structure
- Assist with the divisions draft contribution to the Annual leave Plan
- Assist with the divisions draft contribution to the Coms Strategy

Organizing: division of labour, organization structures, procedures

- Assist with the 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
- Assist with the M & E for TA with clear TOR and supervision of all TAs to the Division with transfer of knowledge
- Assist with the Development of Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in Division with clear numbering
- Assist with the development of the 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: communications with stakeholders, staff management and development

- Assist with well drafted press releases and issue of data and information to be made public
- Assist with the development of the M & E for HoD & Divisional meetings
- Assist with the development and monitor hand over notes for staff on leave
- Assist to draft Monthly report on staff attendance, leave, travel and training

JD Outputs associated with CP Output:

08.3.03-02: Better platform for aid management, effectiveness and harmonization

- Serve as the focal point for all ADB related projects

	<ul style="list-style-type: none"> ➤ Assist with aid effectiveness reporting ➤ Assist to organise the Tonga and Development Partner Annual Forums ➤ Lead the ADB Coordination Meetings with clear agenda, outputs and minutes ➤ Assist to organise the donor coordination Meetings with clear agenda, outputs and minutes eg. WB/ADB, MFAT.DFAT etc ➤ Assist to organise the Sector/Pillar Meetings with clear agenda, outputs and minutes ➤ Lead the support provided to the Vava'u Development Committee (VDC) ➤ Responsible for preparing of briefs/reports/letters/etc for responsible donor <p>JD Outputs associated with CP Output:</p> <p>08.3.03-03: Better project cycle system to formulate, appraise, approve, monitor and report on projects</p> <ul style="list-style-type: none"> ➤ Assist to organize CDCC with clear agenda, outputs and minutes ➤ Assist to draft the CDCC quarterly Report and report to Cabinet ➤ Assist to coordinate submissions to the CDCC from the division for tabling ➤ Assist to update the project cycle with agreed formats and reporting timeline ➤ Assist with monthly reconciliation of the AIMs and monthly reporting ➤ Assist with drafting Quarterly Report of Project Physical and Financial Status ➤ Assist with drafting project acquittal reports for relevant donor ➤ Ensure the contribution for the ADB and relevant MDAs are incorporated into the budget process ➤ Assist with the compilation of project, development expenditure and aid management component in Budget Strategy, Statement and Estimates ➤ Secretariat support and participation in project steering committees e.g., NUDSP, CRSP, CIRP, OIREP, CCTF etc.
Person Specification	
Skills and Abilities	<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

	<ul style="list-style-type: none"> ➤ 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 ➤ 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 <p>Desirable:</p>
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours + 2) (MA + 1) years' experience in a similar role ➤ Relevant degree + 3 years in a similar role, or 6 years' relevant work experience ➤ Relevant diploma + 6 years in a similar role, or 10 years' relevant work experience ➤ Current TPS employee with 7 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>
<p>Authorised by (sign and date)</p>	
<p>Acting Deputy CEO / HOD - AMRDD</p>	<p>Name: Mr Nick Lavemaau</p> <p>Signature & Date: _____</p>
<p>CEO for Finance</p>	<p>Name: Mrs. Kilisitina Tuamei'api</p> <p>Signature & Date: _____</p>

Employee

Name: Vacant

Signature & Date: _____