

Ministry:	Ministry of Finance
Division:	Aid Management and Resilient Development Division
Location:	ST. George Building (Nuku'alofa)
Job Title:	Senior Economist
Position Number:	0820311110011000
Reports to:	Deputy CEO – AMRDD
Band:	J
Salary:	\$30,526- 45,788
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 Aid Management and Resilient Development Division of the Ministry of Finance is tasked with the provision of strategic advice on aid management to Government and Development Partners and delivering quality services to all stakeholders</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> ➤ Gather relevant information for formulation of Aid policy on multilateral and bilateral aid to Tonga including community and grassroots development projects ➤ Updated and timely submission from donors on their Forward Aid plans updated quarterly and progress reports ➤ High quality input to policy and to project/program operational recommendations ➤ Briefs/reports prepared in a timely basis as needed ➤ Development aid strategies for some of the main donors to Tonga especially those assisting with community development projects ➤ Policy briefs on each individual donor ➤ Undertaking of relevant research and reporting Highly professionally presented and written reports ➤ Outcomes and recommendation presented punctually for timely results

- Follow up with aid donors on proposed development projects and programs and other relevant issues
- Updated sector matrices detailing assistance to each sector
- Attendance at meetings/briefings and high quality and quality of input to them
- High quality input to project proposals
- Briefs/reports prepared in a timely basis in-line with Government of Tonga strategies and timeframe
- Process the integration of aid resources into government's budget and planning processes.
- Inclusive development budget with forward estimates inclusive consultation with Line Ministries to account for all existing and planned aid projects in Tonga.
- Preparation of reports, letters and templates to distribute amongst line ministries for the collection of aid data and information.
- Continued follow-up with line ministries.
- Preparedness to work in a very timely fashion in order to meet budget deadlines
- Monitor and evaluate aid funded projects including community & grassroot development projects
- Updated quarterly and progress reports
- Confirmed sites for new projects
- High quality input to project proposals
- Briefs/reports prepared in a timely basis in line with of Tonga strategies and timeframes
- Follow up with acquittals of Aid funded Projects
- Effectively liaise with relevant stakeholders.
- Relevant stakeholders pleased with project/program outcome
- Maintain and update the Ministry's aid information and data base.
- Aid Management Division database that is regularly used and understood by all staff
- Accurate and updated information available from database upon request of HOD easy access to projects information
- Project status and changes updated to the database on a regular basis
- Relevant reports extracted from the Database regularly for input and feedback to Deputy Secretary and relevant stakeholders
- Coordinate aid missions, less duplicated missions and policy orientation, more joint missions and completed programs and projects
- Detailed and easy to follow meeting schedules
- Meeting schedule are well prepared to ensure missions sufficiently catch the next meeting on time
- Confirmed meetings schedule in a timely manner
- Participate in local and overseas training
- Programs, workshops and meetings relevant to aid management and coordination
- Attendance at meetings/briefings and high quantity and quality of input to them
- Brief reports at team meetings of purpose and outcomes gained from attending these programs, workshops and meetings.
- Attendance as required and/or directed by Deputy CEO AMRDD

	<ul style="list-style-type: none"> ➤ Any other tasks delegated by the Chief Executive Officer for Finance
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ High analytical skills. ➤ Advanced computer skills and well versed with appropriate computer programs such as ➤ Microsoft Office (Word, Excel, Access, PowerPoint etc). ➤ Proficient communication skills. Fluent in both Tongan and English languages (written and spoken). ➤ Strong work attitude ➤ Highly self- motivated ➤ Well organized and hardworking ➤ Ability to work both independently and as part of a small team ➤ Honesty and integrity ➤ Must be committed to duties allocated, efficiently and effectively
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ 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 ➤ 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)
Authorised by (sign and date)	
Acting Deputy CEO / HOD - AMRDD	<p>Name: Mr Nick Lavemaau</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>