

<b>JOB DESCRIPTIONS</b>			
1	<b>Ministry/Department: Ministry of Finance</b>		
2	<b>Job Title:</b> Principal Economist, Policy Unit, Budget and Corporate Plan Division		
3	<b>Band: I</b>	<b>Post Number: 1</b>	<b>Location:</b> Nuku'alofa
4	<p><b>Responsible for:</b></p> <ul style="list-style-type: none"> <li>• Review of the MDAs (Ministries, Departments &amp; Agencies) budget submissions (Corporate Plan and Budget Proposals) to ensure it is in line with Government's medium and longer-term objectives and priorities (under TSDF), the Budget Guidelines, and the fiscal and economic position and to ensure allocative efficiency achieved and provide recommendations to the HoD for consideration;</li> <li>• MDAs daily, weekly, monthly, quarterly and annual reviews/analysis of important budget indicators for reporting purposes;</li> <li>• Report on analysis of collated data from MDAs for monitoring the progress of budget utilization and the effectiveness and efficiency of resources allocation</li> <li>• Prepare draft Cabinet Submission on Budget related matters such as contingency fund request;</li> <li>• Report on analysis and provide options/recommendations to HOD on policy issues that may affect budget utilization and resources allocation;</li> <li>• Report on analysis including options for MDAs pursuing non-distortionary fiscal expenditure measures within the context that reduce the cost of unplanned expenses on the Government;</li> <li>• Distributing of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and program budget templates to MDAs responsible for;</li> <li>• Drafting the mid-year and end of year budget and corporate plan performance reports;</li> <li>• Coordinating the process of preparation of the Program Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee;</li> <li>• Drafting of the Budget Statement (Recurrent, Fiscal and GFS Sections) both English and Tongan);</li> <li>• Providing leadership and support to MDAs for effective consultative and consensus-building process on economic and fiscal policy issues budget objectives;</li> <li>• Report on the analysis of cash flow forecast from MDAs for the formulation of the Budget Strategy and Guidelines;</li> <li>• Report on analysis including options for MDAs in pursuing non-distortionary revenue measures within the context that reduce the cost of tax on the economy;</li> <li>• Report on Assessment of the short, medium and long-term cash flow forecasts and raised with the HoD any critical issues identified for further discussion of way forward;</li> <li>• Draft GFS Section on the Budget Statement;</li> <li>• Training and helpdesk support to the staff of MDAs staff on budget related matters; and</li> <li>• Any other duties as directed by the DCEO.</li> </ul>		

5	<b>Job Outputs</b>	<b>Key Performance Indicators</b>
5.1	<b>Planning</b> <ul style="list-style-type: none"> <li>• Meet with relevant key stakeholders on budget and fiscal policy management issues.</li> <li>• Meet with MDAs on issues that might impact their budget</li> </ul>	<ul style="list-style-type: none"> <li>• BCPD outputs delivered within specified timeline</li> <li>• Number of budget &amp; policy management issues raised and addressed</li> </ul>
5.2	<b>Organizing</b> <b>Staff Development</b> <ul style="list-style-type: none"> <li>• Training and helpdesk support to the staff of MDAs staff on budget related matters</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training conducted (monthly and quarterly basis)</li> </ul>

5.3	<p><b>Leading</b></p> <p><b>1. Economic and Fiscal Policy</b></p> <ul style="list-style-type: none"> <li>Analyze and provide options/recommendation to HOD on policy issues that may affect budget utilization and resources allocation.</li> </ul> <p><b>2. Revenue Enhancement Measures</b></p> <ul style="list-style-type: none"> <li>Report on analysis including options for MDAs in pursuing non-distortionary revenue measures within the context that reduce the cost of tax on the economy.</li> </ul> <p><b>3. Fiscal Expenditure Measures</b></p> <ul style="list-style-type: none"> <li>Report on analysis including options for MDAs pursuing non-distortionary fiscal expenditure measures within the context that reduce the cost of unplanned expenses on the Government;</li> <li>Reviewing of expenditure forecast to ensure possible expenditure indicators/triggers volatility is taken into account for a more realistic projection.</li> </ul> <p><b>4. Budget Formulation</b></p> <ul style="list-style-type: none"> <li>Developing and coordinating of the overall budget formulation process and timeline</li> </ul>	<ul style="list-style-type: none"> <li>85% of key stakeholders consulted</li> <li>Economic and fiscal policy proposal approved and implement</li> <li>Timely completion in accordance with budget cycle</li> </ul> <ul style="list-style-type: none"> <li>Number of meetings held with relevant stakeholders to discuss measures identified</li> <li>Timely completion in accordance with budget cycle</li> </ul> <ul style="list-style-type: none"> <li>Number of meetings held with relevant stakeholders to discuss measures identified</li> <li>Timely completion in accordance with the budget timeline</li> <li>Number of recommendation approved</li> <li>85% accurate</li> <li>Number of pre-review conducted</li> </ul> <ul style="list-style-type: none"> <li>90% accurate</li> <li>Process and report approved</li> <li>Meet specified time line</li> </ul>
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5.4	<p><b>Controlling</b></p> <p><b>1. Budget Strategy and Guidelines</b></p> <ul style="list-style-type: none"> <li>• Report on the analysis of cash flow forecast from MDAs for the formulation of the Budget Strategy and Guidelines.</li> <li>• Assist in coordinating of the preparation of the Budget Strategy and Guidelines.</li> <li>• Distributing of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and program budget templates to MDAs.</li> </ul> <p><b>2. Alignment of MDAs CPs and Budget with Government’s medium and longer term objectives and priorities (TSDF)</b></p> <ul style="list-style-type: none"> <li>• Reporting on review of completed budget submissions to ensure it is in line with Government’s medium and longer term objectives and priorities (under TSDF), the Budget Guidelines, and the fiscal and economic position with way forward.</li> </ul> <p><b>3. Preparation of Program Budget Estimates and Budget Statement</b></p> <ul style="list-style-type: none"> <li>• Preparing of the Budget Estimates, for submission to Cabinet, Legislative Assembly and the Public Account Committee (PAC).</li> <li>• Drafting of the division’s annual contribution to Budget Statement (Recurrent, Fiscal and GFS Sections) both English and Tonga</li> </ul>	<ul style="list-style-type: none"> <li>• 85% accurate</li> <li>• Number of meetings held with relevant stakeholders</li> <li>• Budget strategy and guidelines approved</li> <li>• Meet specified timeline</li> </ul> <ul style="list-style-type: none"> <li>• 90% accurate</li> <li>• Number of meetings held with relevant stakeholders</li> <li>• Number of reports submitted</li> <li>• Recommendations approved and implement</li> <li>• Meet specified time line</li> </ul> <ul style="list-style-type: none"> <li>• 90% accurate copies submitted</li> <li>• Number of meetings held with relevant stakeholders on budget related matters</li> <li>• Number of amendments sent from Cabinet and LA</li> <li>• Meet specified timeline</li> </ul>
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	<p><b>4. Revenue and Expenditure Forecasts</b></p> <ul style="list-style-type: none"> <li>Review and assessment of the revised monthly cash flow forecast from MDAs</li> </ul>	<ul style="list-style-type: none"> <li>90% accurate</li> <li>Number of MDAs with annual cash flow returned for amendment</li> <li>Number of MDAs with revised cash flow returned for amendment</li> <li>Number of report with issues raised and recommendations proposed as a result of the review</li> <li>Timely submission in accordance with specified timeline</li> </ul>
5.5	<p><b>Technical</b></p> <p><b>1. Updating responsible MDA's staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission</b></p> <ul style="list-style-type: none"> <li>Daily updated of staff list used to assist the division during the budget preparation and for Management decision making.</li> </ul> <p><b>2. Reporting on Government Financial Statistics (GFS)</b></p> <ul style="list-style-type: none"> <li>Assess the GFS revenue/grants and expenditure data for analysis purpose</li> <li>Report to DCEO discrepancies exist and suggest way forward</li> <li>Provide GFS data to stakeholders for reporting and analyses purposes</li> <li>Draft GFS Section on the Budget Statement.</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy of the data updated into the staff list</li> <li>Timely updating the staff list</li> <li>Availability of the updated staff list for relevant stakeholders when needed</li> <li>Consultancy report to Chief Economist any discrepancy exist for discussion</li> <li>Timely provision of the report</li> <li>Number of issue raised and addressed</li> <li>Number of effective policy recommendations provided and implement</li> </ul>
5.6	<p><b>Any other duties delegated by the Head of Division or the Chief Executive Officer for Finance and National Planning</b></p> <ul style="list-style-type: none"> <li>Requested report completed</li> </ul>	<ul style="list-style-type: none"> <li>85% accuracy of information and proposing options</li> <li>Meet specified timeline</li> </ul>
6	<p><b>Reports Directly to:</b></p>	<p><b>Deputy CEO-Budget and Corporate Plan Division</b></p>

7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Good financial, economic, budget and policy analytical skills.</li> <li>• Good negotiation skills.</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc.), Sun system, Vision etc.</li> <li>• Good communication skills. Fluent in both Tongan &amp; English (written and spoken).</li> </ul>
7.2	<b>Minimum Qualification &amp; Work Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree in Economics, Accounting or related field of study from a recognized tertiary institution with at least 5 years of work experiences in senior level of Government Accounting Systems;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Master Degree in Economics, Accounting or related field of study from a recognized tertiary institution with at least 3 years of work experiences in senior level of Government Accounting Systems;</li> </ul> <p><b>Desirable:</b>  Knowledge of Government legislative and institutional frameworks relating to Financial Management and Government Financial Management and Accounting System – Sun System Program, Meridian, CS-DRMS or relevant accounting package</p>
<b>POSITION COMPETENCIES</b>		
8	Core Behavioral Competencies	Key Performance Standards

8.1	Change and Innovation	<ul style="list-style-type: none"> <li>• Stays informed and actively contributes to change initiatives</li> <li>• Looks for ways to demonstrate innovation and initiative in work area</li> <li>• Anticipates emerging issues and looks for ways to improve work practices.</li> <li>• Takes a big-picture view of change and models a positive, constructive approach to managing it</li> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>• Actively shares information with appropriate people and checks for understanding where necessary</li> <li>• Presents clear, courteous and concise oral and written communications</li> <li>• Engages positively and persuasively with program stakeholders as appropriate.</li> <li>• Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity/Accountability	<ul style="list-style-type: none"> <li>• Seeks to achieve results which are in the best interest of the organization.</li> <li>• Uses honesty and appropriate disclosure with customers, employees, and management.</li> <li>• Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>• Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance.</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>• Delivers high quality results on time</li> <li>• Overcomes roadblocks/setbacks to deliver results</li> <li>• Identifies problems early and takes appropriate action.</li> <li>• Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>

8.5	Teamwork and collaboration	<ul style="list-style-type: none"> <li>• Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>• Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>• Is open with other team members about his/her concerns</li> <li>• Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>• Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>• Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>• Treats all clients with respect and cultural awareness.</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>• Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>• Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>• Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
8.9	Support the organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>• Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>• Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>• Embraces and adapts to changing work environment</li> </ul>
8.10	Judgment	<ul style="list-style-type: none"> <li>• Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>• Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>



8.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures.</li> </ul>
8.12	Management/Supervision	<ul style="list-style-type: none"> <li>Manages resources effectively and efficiently, ensures effective and improved staff performance</li> </ul>
8.13	Leadership	<ul style="list-style-type: none"> <li>Develops and communicates vision and translates these into clear objectives</li> <li>Builds and sustains a motivated team</li> <li>Leads by example</li> <li>Inspire a shared commitment</li> <li>Articulates a clear vision for the future</li> <li>Considers the ‘big picture’ and longer term imperatives</li> <li>Empowers others to take responsibility through a deep sense of commitment and ownership.</li> </ul>
9	The salary for the position is at <b>Band I</b> of the salary structure for the Tonga Public Service with a minimum of TOP\$ 30,240 to a maximum TOP\$ 45,360 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
<b>10</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Principal Economist (Policy) – Budget and Corporate Plan Division	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date:</b> .....
10.2	Deputy CEO – Budget and Corporate Plan Division	<b>Name:</b> Kilisitina Tuamei’api  <b>Sign:</b> .....  <b>Date:</b> .....
10.3	CEO for Finance and National Planning	<b>Name:</b> Balwyn Fa’otusia  <b>Sign:</b> .....  <b>Date:</b> .....