

POST DESCRIPTION		
1	Ministry/Department: MOFNP	
2	Job Title: Executive Assistance (EA) to the Minister for Finance	
3	Band: J	Post Number: 1 Location: MoFNP, Nuku'alofa
4	Job Purpose: <ol style="list-style-type: none"> i. The Executive to the Minister will assist the Minister in carrying out daily routines, and organize daily operations including drafting letters, policy and operations papers for Cabinet, various committee meetings, donor consultations, and arrange general interactions with the many stakeholders that are involved with his office of the Minister on daily basis. ii. The EA will work together with EU Project team to ensure timely and effective processing of all EU matters iii. Any other duties that may be assigned by the Minister. 	
5	Key Result Areas	Performance Indicators
5.1	1. Cabinet Submission <ul style="list-style-type: none"> • Drafting Cabinet policy initiatives and proposal • Preparing briefing papers, including research on specific topic (s) as required by the Minister from time to time • Accurate information for policy directive and advise • Coordination of economic and financial activities that are under the purview of the Minister 2. Electronic information System <ul style="list-style-type: none"> • Electronic Diary/ Calendar for the Minister • Secure electronic filing system • Travel documents including visa, per diem etc. • Advise to other appropriate staff on the Minister's scheduled meetings and appointments • Take file notes and minutes on Minister's meeting and appointments 	<ul style="list-style-type: none"> • Competence and quick in drafting briefing policy papers, minutes, donor discussions, press release and other routine activities from the office of the Minister. • Complete and accurate information for Cabinet decision • Preparation and submission of policy papers, Cabinet papers, and other briefing documents before the deadline • Complete and accurate meeting minutes and notes • Sound meeting and appointment register • Regular status reports to management • Timeline as stated on proposals

	<p>3. Public Relations</p> <ul style="list-style-type: none"> • Press release and key spokesperson for the Minister • Hospitality function • Liaise with key stakeholders including development partners, and follow up on important outstanding issues • Special attention given to EU matters to ensure good visibility <p>4. Correspondence</p> <ul style="list-style-type: none"> • Drafting timely Letters/ Savingrams as directed by the Minister • Follow up on outstanding matters • Direct replies to ordinary letters • Attention given to EU correspondence <p>5. Overseas travel</p> <ul style="list-style-type: none"> • Prepare best itineraries in terms of cost and shortage routes • Compile and prepare all relevant meeting/ conference documents for overseas business travels • Ensure appropriate booking • Arrange appointments with key overseas stakeholders 	<ul style="list-style-type: none"> • Sound PR representation for the Minister and his office • Complete and accurate press release • Customer satisfaction • Proactive news release • Hospitality function ready on time prior to guest arrival <ul style="list-style-type: none"> • High standard of correspondence • Complete and accurate documentation • To be completed in time as required by the Minister <ul style="list-style-type: none"> • Complete and accurate documentation • Minister to be on time to overseas schedules, meetings, appointment, etc
6	Reports Directly to:	Minister
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical skills • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills, Good command of both English & Tongan languages
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity

		<ul style="list-style-type: none"> • Loyal to government • Highly proactive • Must be committed to duties allocated, efficiently and effectively
7.4	Education & Experience:	<ul style="list-style-type: none"> • Degree in Administration, Economic or related field with at least (5) years of work experience in senior management position. OR • Master degree graduate with at least (3) years at senior level of Government.
8	POSITION COMPETENCIES	
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it ➤ Focuses on benefits and ways of overcoming obstacles.
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and

		<p>acknowledges problems or mistakes and commits to necessary corrective action.</p> <ul style="list-style-type: none"> ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth

8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
8.12	Management/Supervision (where applicable)	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
8.13	Leadership (where applicable)	<ul style="list-style-type: none"> ➤ Develops and communicates vision and translates these into clear objectives ➤ Builds and sustains a motivated team ➤ Leads by example ➤ Inspires a shared commitment ➤ Articulates a clear vision for the future ➤ Considers the 'big picture' and longer term imperatives ➤ Empowers others to take responsibility through a deep sense of commitment and ownership.
8.14	The salary for the position is at Band J of the salary structure for the Tonga Public Service with a minimum of TOP\$ 26,880 to a maximum TOP\$ 40,320 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	

9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Executive Assistance (EA) to the Minister for Finance	Name: Vacant Sign: Date :
9.2	Acting Deputy CEO	Name: Suliana Vi Sign: Date :
9.3	Chief Executive Officer	Name: Balwyn Fa’otusia Sign: Date :