

POST DESCRIPTION		
1	<b>Ministry/Department: MOFNP</b>	
2	<b>Job Title: Senior Economist, Budget Division</b>	
3	<b>Level: 7 Band J</b>	<b>Post Number: 4</b> <b>Location: Nuku'alofa (TDB)</b>
4	<p><b>Job Purpose:</b> To be responsible and to assist with the analysis of the overall budget performance. The employee is expected to undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Responsible for the compilation and production of the Budget submissions as per sectoral groupings and also Corporate Plan;</li> <li>2. Responsible for daily, weekly, monthly, quarterly, and assist with the mid-year and annual reviews/analysis of important budget indicators for reporting purposes;</li> <li>3. Provide cost benefit analysis of resources allocated to a particular program and provide budgetary information/report;</li> <li>4. Prepare draft Cabinet submission on Budget related matters;</li> <li>5. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders;</li> <li>6. Monitoring Expenditure: analyze collated data for monitoring the progress of budget utilization and the effectiveness &amp; efficiency of resources allocation;</li> <li>7. Monitoring Revenue: analyze collated data for monitoring the progress of revenue collection and the effectiveness &amp; efficiency of collecting revenue arrears.</li> <li>8. Review budget submissions from ministries and stakeholders and provide policy recommendations based on the review undertaken;</li> <li>9. Analysis of budgetary implications of unbudgeted and additional budget requests and provide policy recommendations based on the analysis undertaken;</li> <li>10. Assessing the distributional incidence of the budget allocation to line ministries and provide policy recommendations based on the analysis undertaken;</li> <li>11. Conduct and participate in relevant trainings and meetings on behalf of the Ministry</li> <li>12. Input and verify the Stafflist and provide analysis and policy recommendations on way forward to minimize payroll costs on the Government's budget.</li> </ol>	
5	<b>Job Outputs</b>	<b>Performance Indicators</b>
5.1	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Division in preparing the divisional Annual Management Plan, Corporate Plan and Annual Report.</li> <li>• Meet with relevant key</li> </ul>	<ul style="list-style-type: none"> <li>• BCPD stated key performance indicator achieved</li> <li>• BCPD outputs delivered within specified timeline</li> <li>• Number of budget issues received and addressed.</li> </ul>

	<p>stakeholders on budget and fiscal policy management issues.</p>	
5.2	<p><b>Organizing</b></p> <p><b>1. Staff Development</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Division in providing training to budget officers in MDAs.</li> <li>• Assist the Head of Division in proposing relevant training needs which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs.</li> <li>• Assist the Head of Division in proposing relevant training structure which is appropriate to build capacity of the Staff in the Division as well as those in the MDAs.</li> <li>• Participate proactively in Divisional meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training need proposed.</li> <li>• Training structure endorsed by the Head of Division.</li> <li>• Number of divisional meeting attended with productive contribution from staff.</li> </ul>
5.3	<p><b>Leading</b></p> <p>1. Assist with the development of the budget guidelines, strategies and consultation programmes with stakeholders</p> <ul style="list-style-type: none"> <li>• Approval of the budget guidelines and strategies</li> <li>• Implementation of budget strategies by line ministries</li> </ul> <p>2. Coordinate and consult Line Ministries on Budget related</p>	<ul style="list-style-type: none"> <li>• High quality of analysis of information provided in the guideline and strategies</li> <li>• Timely implementing of the budget strategies</li> </ul> <ul style="list-style-type: none"> <li>• 80% Accuracy of information provided relative to the economic viability of the</li> </ul>

	<p>matters including the review of budget submissions from Line Ministries.</p> <ul style="list-style-type: none"> <li>• Approval of the ministries allocation by Cabinet and LA subsequently</li> <li>• Distribution of line ministries approved estimate</li> <li>• Executing activities as per the approval granted in LA for their budget estimate</li> </ul> <p>3. Assist responsible MDAs with the revision of their Corporate Plans based on their approved annual estimate by LA.</p> <ul style="list-style-type: none"> <li>• Revised Corporate Plans amended as per approved estimate by LA.</li> </ul>	<p>country and the financial envelope of government</p> <ul style="list-style-type: none"> <li>• Timely submission of their proposal as per the timeframe provided in the budget guidelines</li> </ul> <ul style="list-style-type: none"> <li>• High quality assistance provided to MDAs on their Corporate Plans revision.</li> <li>• Timely revision of MDAs Corporate Plans.</li> </ul>
<p>5.4</p>	<p><b>Controlling</b></p> <p>1. Participate proactively in revenue and expenditure forecasting</p> <ul style="list-style-type: none"> <li>• Revenue baseline for MDAs for the medium term budget</li> <li>• Expenditure baseline for MDAs for the medium term budget</li> </ul> <p>2. Preparing tables and justifications of the annual budget and Corporate Plan</p> <ul style="list-style-type: none"> <li>• Corporate Plan and Annual budget tables with justifications</li> </ul> <p>3. Responsible for monthly, quarterly and assist with the six monthly and end of year status report to Cabinet</p> <ul style="list-style-type: none"> <li>• Budget briefing on responsible ministries and taking the lead revenue and expenditure cash flow forecast considering their</li> </ul>	<ul style="list-style-type: none"> <li>• 80% Accuracy</li> <li>• Meeting the agreed timeline for budget production and formulation</li> </ul> <ul style="list-style-type: none"> <li>• 80% Accuracy</li> <li>• Meeting the agreed timeline for budget production and formulation</li> </ul> <ul style="list-style-type: none"> <li>• Professional articulating findings of the budget analysis in oral and writing</li> <li>• Presenting options and recommendations on timely manners.</li> </ul>

<p>approved Corporate Plan - the effectiveness</p> <ul style="list-style-type: none"> <li>• Undertaking further analysis if significant divergences between revenue and expenditure targets, actual and forecast are emerged against their approved Corporate Plan.</li> </ul> <p>4. Assist in providing information for cost benefit analysis on fiscal policy proposal such as revenue rate increase/cut or on resources allocated to a particular program as per their approved Corporate Plan and provide budgetary information</p> <ul style="list-style-type: none"> <li>• Preparing brief reports on the finding</li> <li>• Physically visiting line ministries undertaking the analysis required for determining appropriate tax rate to apply or desirable levels of resources allocation.</li> </ul> <p>5. Prepare draft Cabinet submission on Budget related matters</p> <ul style="list-style-type: none"> <li>• Approval of the submissions</li> </ul> <p>6. Monitoring responsible Line Ministries revenue and expenditure - Analyze collated data for monitoring the progress of revenue collection and budget utilization and the effectiveness &amp;</p>	<ul style="list-style-type: none"> <li>• High quality of cost benefit analysis</li> <li>• Submitting finding and recommendations in a timely manners</li> </ul> <ul style="list-style-type: none"> <li>• High quality and accuracy of information in the submissions</li> <li>• Timely submitting to Cabinet via CEO and Minister</li> </ul> <ul style="list-style-type: none"> <li>• Highly accurate and very updated information available to share with line ministries and stakeholder</li> <li>• Timely updating of the information required to the analysis</li> </ul>
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	<p>efficiency of collecting the revenues and resources allocation against their approved Corporate Plan;</p> <ul style="list-style-type: none"> <li>• Provide accurate and appropriate corrective measures via the Head of Division to the CEO-finance and to line ministries</li> <li>• Taking into account the information in budget preparation and formulation</li> </ul> <p>7. Analysis of budgetary implications of unbudgeted and additional budget requests against the responsible MDAs' Corporate Plan</p> <ul style="list-style-type: none"> <li>• Acceptance and approval of the request within the financing envelope</li> <li>• Possible funding options to utilize such as donor funding if donor's assistance is possible</li> </ul> <p>8. Assessing the distributional incidence of the budget allocation to line ministries</p> <ul style="list-style-type: none"> <li>• Provision of findings on the frequency if transfer from programs to programs or sub-programs to sub-programs</li> </ul>	<ul style="list-style-type: none"> <li>• Updating database and regularly checking of information received and timely obtaining feedback from relevant stakeholders</li> </ul> <ul style="list-style-type: none"> <li>• Highly contribute to the national priorities</li> <li>• High quality of analysis of the implications on the budget</li> <li>• Timely submission of analysis to senior management via the head of the division.</li> <li>• Constantly report to Head of Division the result for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• High accuracy of information available provided in the finding</li> <li>• High quality of usability of information in the budget formulation and distribution</li> <li>• Timely provision of information to the budget system in terms of formulation</li> <li>• Constantly report to Head of Division the result for discussion.</li> </ul>
5.5	<p><b>Technical</b></p> <p>1. Updating responsible MDAs' staff list as per Cabinet and</p>	<ul style="list-style-type: none"> <li>• 80% Accuracy of the data updated into the staff list.</li> </ul>

<p>Public Service Commission decisions approved by Cabinet and the Commission.</p> <ul style="list-style-type: none"> <li>• Updated staff list updated to assist the division during the budget preparation and for Management decision making.</li> </ul> <p>2. Assessing responsible MDAs' transfer request against their Corporate Plan and insert them into the sun-system</p> <ul style="list-style-type: none"> <li>• Assessed transfer request from responsible MDAs for endorsement by the Head of Division.</li> <li>• Assessed transfer request from responsible MDAs recommended for CEO-Finance or Minister-Finance's approval.</li> <li>• Insert into the sun-system the approved transfer request by the CEO-Finance or the Minister –Finance.</li> </ul> <p>3. Compiling and reporting on Government Financial Statistics (GFS)</p> <ul style="list-style-type: none"> <li>• Provision GFS revenue/grants data for reporting and analyses purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Timely updating the staff list.</li> <li>• Availability of the updated staff list for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• Number of transfer request received from responsible MDAs, endorsed by Head of Division and approved by the CEO-Finance or Minister-Finance.</li> <li>• 80% Accuracy of the data inserted into the sun-system database.</li> <li>• Timely inserting of the transfer request into the sun-system.</li> <li>• Availability of the transfer data for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul> <ul style="list-style-type: none"> <li>• 80% Accuracy of the data inserted into the GFS database.</li> <li>• Timely providing the report on GFS.</li> <li>• Availability of the updated GFS for relevant stakeholders when needed.</li> <li>• Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul>
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	<ul style="list-style-type: none"> <li>Provision GFS expenditure data for reporting and analyses purposes</li> </ul> <p>4. Maintaining the One Process Tool</p> <ul style="list-style-type: none"> <li>Update the One Process Tool in preparation for the medium term budget preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Number of comments received from MDAs on the accessibility and usefulness of the One Process Tool.</li> <li>Number of updates made to the One Process Tool based on MDAs comments.</li> <li>Constantly report to Head of Division any discrepancy exist for discussion.</li> </ul>
5.6	<p>Any other duties delegated by the Head of Division or the Chief Executive Officer for Finance &amp; National Planning</p> <ul style="list-style-type: none"> <li>Report as directed.</li> </ul>	<ul style="list-style-type: none"> <li>High quality of accuracy and analysis.</li> <li>Meet specified timeline.</li> </ul>
6	<b>Reports Directly to:</b>	<b>CEO for Finance &amp; National Planning</b>
7	<b>PERSON'S SPECIFICATION</b>	
7.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>Good 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, and PowerPoint etc), Sun-system, Vision Must have good public relation and networking skills.</li> </ul>
7.2	<b>Communication and Language Skills:</b>	Good communication skills. Fluent in both Tongan and English languages (written and spoken).
7.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Good work attitude</li> <li>Highly motivated</li> <li>Well organized and hardworking</li> <li>Honesty and integrity</li> <li>Highly proactive</li> <li>Must be committed to duties allocated, efficiently and effectively.</li> </ul>

7.4	<b>Minimum Qualification &amp; Work Experience</b>	Should have a degree in Business, Commerce, or related field of study from a recognized tertiary institution with three (3) years of working experience in Government Budget or similar institution.
<b>Core Behavioral Competencies</b>		
<b>8</b>	<b>Core Behavioral Competencies</b>	<b>Key Performance Standards</b>
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> <li>➤ Focuses on benefits and ways of overcoming obstacles.</li> </ul>
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> </ul> <p>Thinks outside of the box to achieve the best results for an internal/external customer.</p>



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> </ul> <p>Actively shares information with appropriate people and checks for understanding where required.</p>
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> </ul> <p>Treats all clients with respect and cultural awareness</p>
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> </ul> <p>Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</p>
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>
9	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	

9.1	Senior Economist, Budget Division	<b>Name:</b> (Vacant)  <b>Sign:</b> .....  <b>Date :</b> .....
9.2	Deputy CEO, Budget and Corporate Planning Division	<b>Name:</b> Kilisitina Tuameiapi  <b>Sign:</b> .....  <b>Date :</b> .....
9.3	Chief Executive Officer	<b>Name:</b> Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date:</b> .....