

| POST DESCRIPTION |   |   |
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| 1                | <b>Ministry/Department: Ministry of Finance &amp; National Planning</b>                               |   |
| 2                | <b>Job Title:</b> Clerk Class II, Sub Treasury Ha`apai Treasury Operation                             |   |
| 3                | <b>Level:</b> Band Q  | <b>Post Number:</b> 4 <b>Location:</b> Ha`apai  |
| 4                | <b>Purpose:</b><br>Daily update of vote/ cash book and assist with other Sub-Treasury tasks.          |   |
|                  | <p style="text-align: center;"><b>Outputs</b></p> <p><i>Refers to areas of outcome or output.</i></p> | <p style="text-align: center;"><b>Performance Indicators</b></p> <p><i>Performance measurement for an Output e.g 80% accuracy, 80% timeliness, 80% compliance with policy</i></p> |

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| 5.1 | <p><b>Core Outputs</b></p> <ul style="list-style-type: none"> <li>➤ Assist in the checking and processing of Expenditure vouchers including salaries and wages;</li> <li>➤ Assist in paying in to the Bank all funds received by the cashier daily;</li> <li>➤ Carrying out vote reconciliations;</li> <li>➤ Recording Revenues and Expenditures into Vote Book and Main Cash Book daily;</li> <li>➤ Manage the file and file storage area</li> <li>➤ Manage the delivery of correspondences to/ fro Sub Treasury Ha'apai</li> <li>➤ Assist in the preparation of the Monthly Returns to be sent to Tongatapu.</li> <li>➤ Assist in various Sub-Treasury's works being assigned to and any other duties required by the Sub-Treasurer and/or Senior and carry out any other duties as may be directed by the Sub Treasurer or the CEO</li> </ul> | <ul style="list-style-type: none"> <li>➤ <i>80% accuracy, 80% timeliness, 80% compliance with policy</i></li> </ul>   |
| 6   | <b>Reports Directly to:</b>  | Sub Treasurer   |
| 7   | <b>PERSON SPECIFICATION FOR THIS POST</b>  |   |
| 7.1 | Special Skills:  | <ul style="list-style-type: none"> <li>• Excellent analytical skills with ability to explain to a non-technical audience.</li> <li>• Excellent computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Powerpoint etc) sun system and vision</li> </ul> |

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| 7.2 | Communication and Language Skills:   | <ul style="list-style-type: none"> <li>• Good communication skills, Good command of both Tongan &amp; English languages (written and spoken)</li> <li>• Good public relation and networking skills, able to work with a range of professions and organizations</li> <li>• Able to work in resources constrained environment</li> <li>• Ability to travel and work after hours when the need arises</li> </ul>  |
| 7.3 | Personal Attributes:                 | <ul style="list-style-type: none"> <li>• Good work attitude</li> <li>• Highly committed, self motivated and proactive</li> <li>• Able to motivated others in a positive and constructive manner</li> <li>• Well organized and hard working</li> <li>• High honesty and intellectual integrity</li> <li>• Highly proactive</li> <li>• Willing and able to provide mentoring to junior staff</li> <li>• <b>Must be committed to duties allocated, efficiently and effectively</b></li> </ul> |
| 7.4 | Minimum Qualification and Experience | <ul style="list-style-type: none"> <li>• Pass in Tonga School Certificate or its equivalent or higher with at least 2 years of relevant work experience</li> </ul>   |
| 8   | <b>Position Competencies</b>         |  |
|     | <b>Core Behavioural 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>                         |

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| 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  | Supports 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>   |

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| 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  | Clerk Class II                                   | <b>Name:</b> (Vacant)<br><br><b>Sign:</b> .....<br><br><b>Date :</b> .....  |
| 9.2  | Sub Treasurer Ha`apai                            | <b>Name</b> Similai Mateaki<br><br><b>Sign:</b> .....<br><br><b>Date :</b> .....  |
| 9.3  | Deputy CEO, Treasury                             | <b>Name:</b> Makeleta Siliva<br><br><b>Sign:</b> .....<br><br><b>Date :</b> .....   |
| 9.4  | CEO for Finance & National Planning              | <b>Name:</b> Balwyn Fa'otusia<br><br><b>Sign:</b> .....<br><br><b>Date :</b> .....  |

- Note:
- Highlighted sections requires insertion of details as appropriate.
  - Examples have been given as an indication of what may be required in that particular field.