

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Assistant Secretary, Human Resource Section, Corporate Services Division	
3	Level: 9	Post Number: 3 Location: Head Office, TC
4	Job Purpose To process interview of applicants to vacant positions up to submission to PSC, Performance plan & assessment of staff at maximum salary or fixed and staff training	
	<p style="text-align: center;">Job Outputs</p> <ul style="list-style-type: none"> • Recruitment: <ul style="list-style-type: none"> -Interview Report & submission to PSC for appointment/ promotion -Orientation programme for new recruit • Performance Management System: <ul style="list-style-type: none"> -process performance plan and assessment for max. staff -training needs compiled from staff PMS forms • Training: <ul style="list-style-type: none"> -liaise with PSC for staff attending generic training -report on training implementation vs training needs • Admin Support <ul style="list-style-type: none"> - Communication of CSD with staff 	<p style="text-align: center;">Performance Indicators</p> <ul style="list-style-type: none"> -CEO/ Hon. Minister endorsement and PSC decision for promotion/ recruitment -annual performance plan and assessment for 100% max. staff -Accurate report to Management on training needs and training implemented annually
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Weekly plan of action for interview • Schedule for assessment of staff at max. • Schedule of generic training with list of MOFNP staff participating • Schedule interview of short listed applicants 	<ul style="list-style-type: none"> ➤ <i>Endorsed by Supervisor</i> ➤ <i>Agreement by approved penallists</i>

5.2	Organising <ul style="list-style-type: none"> • Process Applications with proposed short listed staff and panelists send for CEO endorsement. • Interview session and process interview report • PSC submission for promotion/ appointment 	<ul style="list-style-type: none"> ➤ <i>Endorsed by CEO</i> ➤ <i>Endorsed by CEO/ Hon. Minister</i> ➤ <i>PSC approval</i>
5.3	Leading <ul style="list-style-type: none"> • Orientation meeting with new recruit. • HR Sub-Committee • PMS Forum 	<ul style="list-style-type: none"> ➤ <i>80% new recruit aware of PS Policies, Organizational Structure, MOFNP Vision & Mission, JD and PMS</i> ➤ <i>Update Staff of issues raised in the HR Sub-Committee Meetings/ PMS Forum</i> ➤ <i>Attend the quarterly meeting of the HR Sub-Committee/PMS Forum</i>
5.4	Controlling <ul style="list-style-type: none"> • Maintain admin support • Staff Contract 	<ul style="list-style-type: none"> ➤ <i>Daily respond to enquiries from staff on admin support</i> ➤ <i>Attend to staff concern and process with recommendation to Supervisor</i>
5.5	Technical <ul style="list-style-type: none"> • Update training needs database from PMS forms • Prepare report on MOFNP training needs and implementation plan • Provide monthly report on staff training 	<ul style="list-style-type: none"> ➤ <i>Complete, updated and accurate training needs for staff</i>
5.6	<ul style="list-style-type: none"> • Carry out any other duties as may be directed by the Chief Executive Officer for Finance & National Planning 	<ul style="list-style-type: none"> ➤ <i>Timeliness, completeness and accuracy of carrying out tasks as directed</i>
6	Reports Directly to:	<i>Principal Assistant Secretary</i>
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	Computer literate with advance skills in database management in reporting. Good public relation and networking skills.
7.2	Communication and Language Skills:	Good communication skills and fluent in both Tongan and English

7.3	Personal Attributes:	Highly motivated, well organized & hardworking, proactive, loyalty to Government, integrity, honest, faithful, efficient and consultative
7.4	Minimum Qualification & Work Experience.	Diploma in Public Administration or related field of study from a recognized tertiary institution with at least 3 years of relevant work experience.
8	Behavioural Competencies	
	Competencies	Standard
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 acknowledges problems or mistakes and commits to necessary corrective action. ➤ 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

9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Assistant Secretary	Name: Vacant Sign: Date :
9.2	DCEO	Name: G. Fukofuka Sign: Date :
9.3	CEO for Finance & National Planning	Name: Pilimilose Balwyn Fa'otusia Sign: Date :