

POST DESCRIPTION		
1	Ministry/Department: MOFNP	
2	Job Title: Executive Officer/Finance Section/CSD	
3	Band 0	Post Number: 5 Location: MOFNP (Nuku'alofa)
4	<p><u>Purpose:</u></p> <ol style="list-style-type: none"> To assist the Head of Division (HoD) in the preparation, implementation and monitoring and evaluation of the Ministry performance against the approved budget in relation to the Corporate Plan To ensure compliance of Ministry budget performance against the Public Financial Management Act, Treasury Instructions, Public Service Commission (PSC) Act and other relevant Acts, Regulations and Financial Instructions Ensure timely reporting to HoD in relation to Ministry Budget, Procurement, Assets and other financial operations of the Ministry. Ensure proper database and records management is in place 	
5	Outputs	KPIs
5.1	<p>Planning</p> <p>Assist the Head of Section develop relevant plan for the Finance Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast)</p>	<ol style="list-style-type: none"> Draft submitted to the HoD by 2nd week of July Approved by HoD 3rd week of July
5.2	<p>Organizing</p> <ol style="list-style-type: none"> Assist the Head of Section develop/Review and document efficient internal systems for managing correspondences, submissions and gazette. 	<ol style="list-style-type: none"> Update internal processes & report to Head of Division on a monthly basis on the digitization of the financial information Ensure 100% compliance with relevant Public Service legislation, policies & instructions. The system is understood by relevant staff and assists in ensuring that the correspondences have been actioned on within two (2) days.
5.3	<p>3. Leading</p> <ol style="list-style-type: none"> Communicating Motivating Developing 	<ol style="list-style-type: none"> Weekly meetings and reporting to the Head of Division on the status of Financial activities Contribute to weekly meeting conducted by the HOD

5.4	4. Controlling <ol style="list-style-type: none"> 1. Monitoring 2. Evaluating 3. Correcting 4. Reporting 	<ol style="list-style-type: none"> 1. Timeliness 2. Accuracy of information provided
6	Technical	
6.1	Asset and Building Management <ol style="list-style-type: none"> 1. Assist to maintain/update MOFNP electronic Asset Register 2. Assist in drafting the Asset Maintenance and disposal plan 	<ol style="list-style-type: none"> 1. Asset register updated monthly including depreciated value 2. Asset Maintenance and disposal plan submitted and approved 31st June
6.2	MFNP Stock and inventory management <ol style="list-style-type: none"> 1. Assist with the stock Register updated weekly, and report to HoD including recommendation of goods to be ordered 	<ol style="list-style-type: none"> 1. All stock inventory updated weekly with 100% accuracy
6.3	Purchase orders <ol style="list-style-type: none"> 1. Assist to prepare manual orders 2. Assist to process payment vouchers 	<ol style="list-style-type: none"> 1. All manual orders and payment vouchers processed in the system within 48hours with 100% accuracy
6.4	Cleaning and Security Services <ol style="list-style-type: none"> 1. Monitor the performance of the cleaning services 2. Monitor the performance of the security services 3. Facilitate maintenance for the office building 	<ol style="list-style-type: none"> 1. All cleaning services carried out efficiently and effectively 2. All security services carried our effectively and efficiently 3. All maintenance work required addressed within the week as reported.
6.5	Comply with file management procedures and good records keeping procedures.	<ol style="list-style-type: none"> 1. All files scanned and filled online as well as in hardcopy weekly
6.6	To carry out any other duties assigned by the supervisor, head of CSD, and/or the CEO for finance and planning	Report and advise provided in a timely manner according to any requested timeframe
6	Reports Directly to:	Head of Division
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:	Fluent communication skills both in speaking and writing in English and Tongan
7.3	Personal Attributes:	<ul style="list-style-type: none"> - Good work attitude - Highly motivated - Well organized and hardworking - Honest - Loyalty to government - Efficient and effective
7.4	Minimum Qualification & Experience:	<ul style="list-style-type: none"> • Pass in the TSC examination or its equivalent with at least 10 years of relevant work experience in Government; OR • Pass in the PSSC examination with at least 5 years of relevant work experience in Government; OR • Certificate in Management or Information System or relevant field from a recognized tertiary Institution with 3 years of relevant work experience in Government.
8	POSITION COMPETENCIES	
	Core Behavioral Competencies	Key Performance Standards
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	Executive Officer	Name: Vacant Sign: Date :
9.2	Deputy CEO	Name: Vacant Sign: Date:
9.3	CEO-MOFNP	Name: Balwyn Faótusia Sign: Date: