

JOB DESCRIPTION

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance and Planning	
2	Job Title: Senior Economist ,Macroeconomics, Economic & Fiscal Policy Division (EFPD)	
3	Band: J	Post Number: 4 Location: Nuku'alofa
4	Job Purpose <ul style="list-style-type: none"> • Assist the head of division, head of macro unit in providing policy, advice on macroeconomic issues & understanding of the economy. • Undertake other tasks assigned by the head of division. 	
	Job Outputs	Performance Indicators
5.1	Planning 1. Individual work plan.	<ul style="list-style-type: none"> ➤ Approved by Head of Division and CEO by 2nd week, January, every year.
5.2	Organizing 1. Information dissemination to key stakeholders such as IMF, World Bank & ADB for planned missions. <ul style="list-style-type: none"> • Responsive to requests on a timely basis; • Provide accurate information and data. 2. Ministry Representation at relevant meetings: in particular technical, local and sometimes overseas, with other Ministries and a wide range of other stakeholders. <ul style="list-style-type: none"> • Proactively support to the representation of the Ministry at inter-departmental meetings, meetings with other stakeholders; with good two way consultation and sharing of information. • Support to communicating government's sector policies to stakeholders. 	<ul style="list-style-type: none"> ➤ Accuracy and timely produce of data and information request. ➤ Worked budgeted hours. ➤ Informed, proactive and participatory representation of Ministry. ➤ As required by meeting schedules.

5.3	<p>Leading</p> <p>1. Economic forecasts (Gross Domestic Product - GDP).</p> <ul style="list-style-type: none"> • Producing of the GDP forecast for the Tongan economy on a timely basis • Assist with the necessarily update and review of the GDP forecast. 	<ul style="list-style-type: none"> ➤ Completed and well documented. ➤ Work budgeted hours.
5.4	<p>Controlling</p> <p>1. Macro-economic analysis and policy framework for the budget preparation.</p> <ul style="list-style-type: none"> • Conduct qualitative survey on the status of the economy on ongoing basis. • Be able to provide quality report and advice to Head of Division on progress and outcome. • Review and update as necessary on an ongoing basis. 	<ul style="list-style-type: none"> ➤ Complete and accurate performance on such duty. ➤ Provided in a timely manner according to any request.
5.5	<p>Technical</p> <p>1. Ministry’s database on key macroeconomic indicators.</p> <ul style="list-style-type: none"> • Overall monitoring the updating of the existing database on the economy on regular basis. • Capable in initiates of new data on various economic sectors. • Timely provision of economic reports (Monthly, Quarterly, Half-yearly and Full financial year reports) to the Head of Division. 	<ul style="list-style-type: none"> ➤ Completed and well documented. ➤ Work budgeted hours.
5.6	<p>Carry out any other duties as may be directed by the Head of National Policy & Planning or the CEO</p> <ul style="list-style-type: none"> • Support to the delivery of the Social sections work. • Support to the desirable of the Section to work in. 	<ul style="list-style-type: none"> ➤ Regular as requested by movements. ➤ Continued quality outputs by the Sections.

6	Reports Directly to:	Head of Economic & Fiscal Policy Division.
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> ➤ Good mathematical and analytical skills. ➤ Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, Power Point etc). ➤ 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. Fluent in both Tongan and English languages (written and spoken).
7.3	Personal Attributes:	<ul style="list-style-type: none"> ➤ Good work attitude. ➤ Highly motivated. ➤ Well organized and hardworking. ➤ Honesty and integrity. ➤ Highly proactive. ➤ Must be committed to duties allocated, efficiently and effectively.
7.4	Minimum Qualification & Experience	<p>Must have a Bachelor’s Degree in Economics, Accounting, Finance or related field of study from a recognized institution, with at least three (3) years of relevant work experience;</p> <p>OR</p> <p>Master in Economics, Accounting, Finance or relevant field or higher from a recognized tertiary institution with at least 1 year of relevant work experience.</p>
POSITION COMPETENCIES		

	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.
	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.
	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
	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.

	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.
	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
	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.
	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
	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

	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.
	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
	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.	
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Senior Economist	Name: Vacant Sign: Date :
8.2	Acting Deputy Chief Executive Officer	Name: Mr Sione Faleafa Sign: Date :
8.3	Chief Executive Officer for Finance and National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :