

<b>POST DESCRIPTION</b>		
1	<b>Ministry of Finance &amp; National Planning</b>	
2	<b>Job Title:</b> Property Manager, St George Palace Property Management, Corporate Services Division	
3	<b>Level:</b> 5 Band: K	<b>Post Number:</b> 2 <b>Location:</b> St George Palace
4	<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• Supervise staff in Property Management Section</li> <li>• Responsible for the management of the physical property, including regular maintenance and emergency repairs</li> <li>• Manage the budget for property management</li> <li>• Order security related supplies and equipment</li> <li>• Maintenance of Property Records</li> <li>• Direct staff and customers in maintaining security processes, practices and policies to reduce risks</li> <li>• Formulate strategies to assess and mitigate security risk</li> <li>• Plan, direct and coordinate security activities to safeguard property assets, employees, guests, customers on property.</li> </ul>	
	<b>Job Outputs</b>	<b>Performance Indicators</b>
5.1	<b>Planning</b> <ul style="list-style-type: none"> <li>➤ CP/ AMP/ Staff Plan, budget estimate and Annual Report for Property Management Section (PMS)</li> <li>➤ Individual Work Plan</li> <li>➤ Performance Management Section for sectional staff</li> <li>➤ Property maintenance plan</li> <li>➤ Strategies to assess and mitigate security related risk</li> <li>➤ Plan for security activities to safeguard property assets, employees, guests, customers on property</li> <li>➤ Emergency Plan for staff and customers</li> </ul>	<ul style="list-style-type: none"> <li>➤ CP/ AMP/ Staff Plan and Budget Estimate for Property Management Section submitted by end of February every year.</li> <li>➤ Annual Report for Financial Year submitted by end of September every year.</li> <li>➤ Staff Agreement signed by specified timeline.</li> <li>➤ Performance appraisal for sectional staff completed within specified timeline</li> <li>➤ Security Plan to be completed by September 2017</li> <li>➤ Strategies for security risk assessment and mitigation to be completed by October 2017</li> <li>➤ Emergency Plan completed by Nov 2017</li> <li>➤ At least one drill on a sixth monthly basis</li> </ul>

5.2	<p><b>Organising</b></p> <ul style="list-style-type: none"> <li>➤ Office Area, appropriate furniture and security equipment for PMS staff</li> <li>➤ Records Management</li> <li>➤ Security Committee</li> </ul>	<ul style="list-style-type: none"> <li>➤ Office set up by end of September 2017.</li> <li>➤ Filing system (both manual and electronic) for PMS established by end of September 2017.</li> <li>➤ Security Committee set up by September 2017.</li> </ul>
	<p><b>Leading</b></p> <ul style="list-style-type: none"> <li>➤ Protocol for communicating security status and potential problems</li> <li>➤ Capacity Building program</li> <li>➤ Non-monetary award program for the sectional staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Established by September 2017</li> <li>➤ At least 80% accurate and complete</li> <li>➤ At least 80% of the program implemented</li> <li>➤ Attend meetings/ trainings to</li> <li>➤ At least 80% of the program implemented</li> </ul>
5.4	<p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>➤ Bi-annual M &amp; E report for PMS</li> <li>➤ Report on Monitoring of security policies, programs or procedures to ensure compliance with applicable government security requirements, policies, and directives.</li> <li>➤ Report on investigation and resolve security breaches</li> <li>➤ Weekly meeting with PMS staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reports are at least 80% accurate and complete</li> <li>➤ M &amp; E report submitted by end of January and July</li> <li>➤ Report to be submitted within 5 working days.</li> <li>➤ Minutes of meeting provided to HoD on the same date of meeting</li> </ul>

5.5	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>➤ Report on analysis of security data/ information to determine security needs, security program goals, or program accomplishments.</li> <li>➤ Communicate security status, updates, and actual or potential problems, using established protocols.</li> <li>➤ Report on changes in legislative/ policy directives or new technologies impacting security operations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Report to be at least 80% complete and accurate</li> <li>➤ Report submitted in specified timeline</li> </ul>
5.6	<ul style="list-style-type: none"> <li>➤ and carry out any other duties as may be directed by the CEO</li> </ul>	<ul style="list-style-type: none"> <li>➤ Timeliness and accuracy of carrying out other tasks as directed</li> </ul>
6	<b>Reports Directly to:</b>	Head of Corporate Services
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	-computer literate -highly analytical
7.2	Minimum Qualification & Experience:	Degree in Management or related field from a recognized tertiary institution with 5 years of relevant work experience in senior level;  OR  Post graduate qualification in Property Management or related field from a recognized tertiary institution with at least 3 years of relevant work experience in senior position.

<b>POSITION 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> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
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> <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	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>
8.12	Management/ Supervision	<ul style="list-style-type: none"> <li>➤ Manages resources effectively and efficiently, ensures effective and improved staff performance</li> </ul>
8.13	Leadership	<ul style="list-style-type: none"> <li>➤ Develops and communicates vision and translates these into clear objectives</li> <li>➤ Builds and sustains a motivated team</li> <li>➤ Leads by example</li> <li>➤ Inspires a shared commitment</li> <li>➤ Articulates a clear vision for the future</li> <li>➤ Considers the 'big picture' and longer term imperatives</li> <li>➤ Empowers others to take responsibility through a deep sense of commitment and ownership.</li> </ul>
9	The salary for the position is at Band I of the salary structure for the Tonga Public Service with a minimum of TOP\$ 30,240 to a maximum TOP\$ 45,360 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	

10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Property Manager	<b>Name:</b> (Vacant) <b>Sign:</b> ..... <b>Date :</b> .....
10.2	Head of CSD: A/Deputy Secretary for Finance & National Planning	<b>Name:</b> Mrs Suliana Vi <b>Sign:</b> ..... <b>Date :</b> .....
10.3	CEO for Finance & National Planning	<b>Name:</b> Mrs Balwyn Fa'otusia <b>Sign:</b> ..... <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.