

DRAFT POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Deputy CEO of Internal Audit Division	
3	Band: H	Post Number: 1
4	Location: Nuku'alofa	
4	<p>Job Purpose - from Ministry Corporate Plan Outputs</p> <p>The Deputy is responsible to ensure the efficient and effective delivery of the outputs delegated to the Division in the Ministry's Corporate Plan.</p>	
4.1	Ministry Level Generic Management	
4.1	<p>08.01.04.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard.</p> <p>Technical skills are important for the delivery of many outputs, however, it is not possible for a poorly lead and managed ministry and divisions to deliver the quality of outputs required. This internal outputs covers the sub-outputs (many of them contributions to Ministry administrative documents) required for the effective management and operation of the division contributing to the success of the Ministry.</p>	
4.2	Ministry Corporate Plan Outputs delegated to the Division	
4.2	<p>08.01.03.01: Better Internal Auditing of MFNP and follow up of management responses</p> <p>Internal audits of MFNP operations, with recommendations for improve processes, compliance, management and risk reduction, are produced to help improve performance of MFNP before waiting for the external audits. Reports are submitted to the MFNP Internal Audit Committee, and the response of management is tracked.</p>	
4.3	<p>08.01.03.02: Better Secretariat Support to Cabinet Audit Oversight Committee (CAOC)</p> <p>CAOC was established to respond to the Annual Reports of the Tonga Audit Office (starting on 2013/14) to help MDAs and PEs to respond more appropriately to the reports and better avoid repeating the same mistakes in future years. IA was delegated the Secretarial responsibility of the Committee, but has no responsibilities for follow up action.</p>	
5	Job Outputs	Performance Indicators
5	<p><i>JD Outputs associated with CP Output:</i></p> <p>08.03.02.01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard</p>	
5.1	Planning: corporate and annual planning and budgeting	
SOP	<ul style="list-style-type: none"> • Divisions contribution to MFNP Corporate Plan, Budget, Cash Flows, Procurement Plan, Asset Register 	<ul style="list-style-type: none"> • ratio of key dates met for delivery of these planning contributions • average Number of days before key dates delivered for these planning contributions

SOP	<ul style="list-style-type: none"> Division Annual Management Plan and staff plans with SMART KPIs and M&E built in 	<ul style="list-style-type: none"> ratio of key dates met for delivery of AMP average Number of days before key dates delivered AMP Ratio of KPIs with clear mega data ratio of staff with work plans agreed with their supervisor
5.2	Organizing: procedures, division of labour, organization structures	
	<ul style="list-style-type: none"> Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in Division with clear numbering SOPs, using MFNP SOP format, for all identified in the SOP Framework, including annual test to ensure staff understand the SOP 	<ul style="list-style-type: none"> Ratio of SOPs for Division identified in SOPs Framework: <ul style="list-style-type: none"> - with full SOPs (checked annually) - with full SOPs (not checked) - outline processes only - no details
	<ul style="list-style-type: none"> Information Management Framework (base on MFNP Framework), clearly identifying all types of records, data, documents and other information that the Division is responsible for collecting, producing and storing, with clear systems for their efficient storage and retrieval (includes file structure, database, paper files...) 	<ul style="list-style-type: none"> information management framework drafted and signed off by all Divisional staff, at least once a year, that it covers all their information requirements <i>average number of minutes it takes senior staff to find five key documents (e.g. divisions AMP, their own JD, SOPs relevant to their JD, Team meeting minutes, stored data they need for analysis) - as tested once a year</i>
	<ul style="list-style-type: none"> Divisions Allocation of Staff Responsibility Map, plotting CP/AMP outputs, sub-outputs and SOPs to staff 	<ul style="list-style-type: none"> Ratio of staff clearly allocated responsibilities across outputs, sub-outputs and SOPs
	<ul style="list-style-type: none"> Organizational Structure for Division with reporting roles consistent with Allocation of Responsibilities 	<ul style="list-style-type: none"> Organization structure up dated at least annually
	<ul style="list-style-type: none"> JD for all staff linked to Allocation of Responsibilities 	<ul style="list-style-type: none"> ratio of JDs updated at least annually in consultation with staff <i>ratio of staff able to write a clear para explaining their responsibilities</i>
	<ul style="list-style-type: none"> Annual Staff Performance Management Plan and agreed deliverables 	<ul style="list-style-type: none"> ratio of staff with signed off sPMS Plan by due date

	<ul style="list-style-type: none"> • Induction Program for all new staff, including admin and technical SOPs and working ethos of MFNP, with a test of their understanding to be administered after the induction 	<ul style="list-style-type: none"> • ratio of new staff provided at least two days of induction within a month of joining • <i>ratio of new staff receiving at least 60% in test after induction</i>
	<ul style="list-style-type: none"> • clear TOR and supervision of all TAs to the Division with transfer of knowledge 	<ul style="list-style-type: none"> • ratio of TA's provided a clear TOR, and requested for monthly and end of mission report
5.3	Leading: staff management and development, communications with stakeholders	
	<ul style="list-style-type: none"> • HoD meetings attended (as called by CEO) raising management issues and concerns from staff Communications Strategy for our customers and those helping produce the output 	<ul style="list-style-type: none"> • ratio of HoD meetings attended by HoD, ratio attended by Acting HoD/officer in charge
	<ul style="list-style-type: none"> • weekly team meetings, to lead work program and feed information between team, and the HoD meetings 	<ul style="list-style-type: none"> • ratio of team weekly meetings chaired by the HoD
	<ul style="list-style-type: none"> • regular team building social events 	<ul style="list-style-type: none"> • average number of team building/social events per month
	<ul style="list-style-type: none"> • Meetings with Audit Office (TAO) and MFNP regarding audit queries 	<ul style="list-style-type: none"> • Number of requested audit meetings attended. • Number of audit queries resolved.
	<ul style="list-style-type: none"> • Quality Assurance Procedures and Improvement Program developed 	<ul style="list-style-type: none"> • Progress report updated weekly • Number of external assessment conducted annually.
	<ul style="list-style-type: none"> • Stakeholder Communications Strategy for our customers and those helping produce the output 	<ul style="list-style-type: none"> • Coms Strategy revised during the year
5.4	Controlling: monitoring & evaluation, correcting, reporting	
	<ul style="list-style-type: none"> • Monthly, Quarterly and Annual Reports on performance against CP/AMP, Budget and cash flow 	<ul style="list-style-type: none"> • ratio of KPI values update for each period during the year where relevant to the KPI • number of quarterly and annual AMP M&E reports provided to the CEO on time • ratio of Divisions planed CP/AMP KPIs values met by end of year
	<ul style="list-style-type: none"> • Record of Staff attendance 	<ul style="list-style-type: none"> • <i>average attendance rate by staff</i>
	<ul style="list-style-type: none"> • Staff Performance Management System Appraisal of Division's staff against JDs and work plans (other reports for under performance) 	<ul style="list-style-type: none"> • ratio of sPMS appraisals completed on time • <i>number of staff receiving each grade in sPMS</i>

	<ul style="list-style-type: none"> identified staff training needs with individual staff development plans, taking account sPMS and related SOP and other tests 	<ul style="list-style-type: none"> ratio of staff who have had at least 5 days of relevant training over the year score for HoD in their annual test related to SOPs they work with average score for staff in division in their annual SOP test
5.5	Technical	
	<p>08.01.03.01: Better Internal Auditing of MFNP and follow up of management responses Internal audits of MFNP operations, with recommendations for improve processes, compliance, management and risk reduction, are produced to help improve performance of MFNP before waiting for the external audits. Reports are submitted to the MFNP Internal Audit Committee, and the response of management is tracked.</p>	
	<ul style="list-style-type: none"> Secretarial services coordinated for Audit Committee. 	<ul style="list-style-type: none"> number of meetings called per annum with clear agenda and past minutes average ratio of members attending
	<ul style="list-style-type: none"> well briefed attendance at relevant domestic and international meetings with clear follow up actions 	<ul style="list-style-type: none"> number of meetings (by domestic and international) attended by representative from Division which include a report from the meeting with any recommendations for follow up actions
	<ul style="list-style-type: none"> Internal Audit Charter 	<ul style="list-style-type: none"> Audit Charter updated annually and approved by the Minister. Average number of days before key dates delivered Internal Audit Charter.
	<ul style="list-style-type: none"> Internal Audit Risk based Strategic Plan based on risk assessment 	<ul style="list-style-type: none"> Strategic plan approved by the Audit Committee. Strategic plan updated triennially. Average number of days before key dates delivered SP.
	<ul style="list-style-type: none"> Annual Audit Plan reviewed and approved by the Audit Committee. 	<ul style="list-style-type: none"> Average number of days before key dates delivered AAP. Ratio of key risks/ control concerns identified by management included in the AAP.

	<ul style="list-style-type: none"> • Assignment Audit Plans as identified in the AAP with adequate audit coverage 	<ul style="list-style-type: none"> • Engagement letter issued to auditee prior to commencing of audit work. • Entry meeting documented and filed. • System notes (flowcharts) documented clearly identified the key controls and retained on permanent file. • Risk assessment worksheet reviewed and filed/Materiality worksheet • Internal control assessment worksheet reviewed • Detail objectives and scope statement reviewed • Draft audit programme reviewed and approved • Audit time budget and resource plan reviewed. • Audit planning memorandum approved and filed. • Detailed audit programmes maintained on file for each audit assignment completed.
	<ul style="list-style-type: none"> • Signed off Audit report issued to the audit committee with copy to respective managers. 	<ul style="list-style-type: none"> • Quality assures reports prior to issuance. • Average number of days before key dates delivered. • Number of planned and special audit completed by the planned/agreed date as per IAAP. • Percentage of audit recommendations accepted by the Audit Committee.
	<ul style="list-style-type: none"> • Monitoring Progress Reports 	<ul style="list-style-type: none"> • Number of follow up reports • Number of approved recommendations implemented by management. • Average number of days before key dates delivered MPR.
	<ul style="list-style-type: none"> • Quarterly/ Annual Progress Reports 	<ul style="list-style-type: none"> • Average number of days before key dates delivered. • Number of quarterly/annual progress audit reports sent to Minister

	08.01.03.02: Better Secretariat Support to Cabinet Audit Oversight Committee (CAOC) CAOC was established to respond to the Annual Reports of the Tonga Audit Office (starting on 2013/14) to help MDAs and PEs to respond more appropriately to the reports and better avoid repeating the same mistakes in future years. IA was delegated the Secretarial responsibility of the Committee, but has no responsibilities for follow up action.	
	<ul style="list-style-type: none"> Secretarial services coordinated for CAOC Audit Committee. 	<ul style="list-style-type: none"> number of meetings called per annum with clear agenda and past minutes <i>average ratio of members attending</i>
	<ul style="list-style-type: none"> Quarterly follow up report 	<ul style="list-style-type: none"> Number of quarterly report sent to the CAOC. Average number of days before key dates delivered.
	<ul style="list-style-type: none"> proactively and as requested provided draft cabinet papers with recommendations presented in clear documentation to CAOC members 	<ul style="list-style-type: none"> ratio of Cabinet Papers submitted to the CAOC members that required minimum modification Average number of days before agreed dates.
5.6	Any other duties beyond those covered in IAD Outputs assigned and/or delegated by the Secretary for Finance & National Planning	
5.6	<ul style="list-style-type: none"> Acting CEO (as delegated from time to time) other management tasks and duties completed as directed by the CEO which contribute to the effective and efficient operations of the ministry 	<ul style="list-style-type: none"> ratio of times clear hand back notes/briefing to CEO after each period of acting ratio of delegated responsibilities with clear agreement with CEO on the delegated responsibilities and any KPIs included
6	Reports Directly to: Minister of Finance and National Planning	
7	Qualification, Skills and Aptitudes	

7.1	Special Skills:	<ul style="list-style-type: none"> • advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software • ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) • ability to travel is required, and work after hours is sometimes necessary • Good analytical skills • Strong analytical and problem solving abilities in a similar senior role with continuous ability to identify and implement process improvements and cost reduction opportunities. • Proficiency to negotiate, influence and gain trust of others where no formal authority exists and can relate well to people at all levels in a credible manner.
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings • ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments • very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings, interviews, negotiations with audit customers and executives and also draft clear documents with confidence in both countries
7.3	Personal Attributes:	<ul style="list-style-type: none"> • honest, with high integrity • good work attitude and work well in a team environment • highly motivated and proactive • well organized and hardworking • strong consultation and interpersonal skills
7.4	Education:	<p>-Postgraduate (Level 8 TNQAB framework /Diploma BA with honors) (MA) (PHD) or <u>specialist qualification</u> <u>or</u> Relevant degree Or Current TPS employee</p>

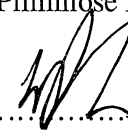
7.5	Experience:	-At least 3 years work experience, At least 2 years work experience, At least 0 year work experience, At least 3 years work experience in a similar role Or 4 year's work experience in a similar role or 8 years working experience Or 7 years' experience in a similar role (meeting other core competencies and experience requirements specified in the Job description + PMS score of 3 or above for the pass 2 consecutive year's
CORE COMPETENCIES		
8		
8.1	Change and Innovation	<ul style="list-style-type: none"> • able to handle changing conditions • seeks innovative solutions and process to solve problems
8.2	Interpersonal Skills	<ul style="list-style-type: none"> • inclusive, open to diversity • shares skills and mentors staff • facilitates cooperative working and limits negative attitudes • resolves personal differences
8.3	Integrity / Accountability	<ul style="list-style-type: none"> • maintains confidentiality and avoids gossip • uses government's resources responsibly • accountable to the CEO while treating staff with integrity
8.4	Results Orientation	<ul style="list-style-type: none"> • fully understands the results chain and its application to plans, policies and projects • clearly articulate outcomes and outputs • clearly articulate SMART KPIs and handle the associated data • good analytical and policy formulation skills with clear recommendations •
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> • facilitates team working and collaboration drawing on individuals skills •
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> • listens to customers' needs and finds ways to improve service delivery
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> • listens and present respectfully • speaks clearly and articulately and able to present a logical well-reasoned argument
8.8	Building individual capacity	<ul style="list-style-type: none"> • able to admit when they don't know, but know where to find out • promote a learning and questioning environment • provide mentoring and coaching of staff and promote all staff to apply these at all levels • committed to self development and learning

8.9	Supports the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> • have a clear understanding of the ministry's mandate, outcomes and outputs • during design stage provide sound supportive arguments to improve outputs, policies, plans, projects • once a policy decision has been made make best effort to implement it (while preparing for possible foreseeable problems)
8.10	Judgment	<ul style="list-style-type: none"> • evidenced based (none emotional wishful) analysis and decision making
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> • non-discriminative, fair and honest treatment of all • encourage more shy staff to engage •
8.12	Management/ Supervision	<ul style="list-style-type: none"> • establish clear plans and budgets in balance • able to prioritize work • establish clear process and systems for operations of the division • manage staff and resources responsible, ensuring that outputs are in balance with funds and resources • delegate responsibilities across the team while supervising the overall delivery • good management skills able to motivate, inspire and guide a team of professional and other staff • honestly and accurately share information and issues between the team and management team
8.13	Leadership	<ul style="list-style-type: none"> • provide a good example of leadership to the team • represent the team's needs to management

The salary for the position is at Band G of the salary structure for the Tonga Public Service with a minimum of TOP\$ 37,800 to a maximum TOP\$ 56,700 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.

CURRENT OFFICERS ENDORSEMENT WITH NAME, SIGNATURE AND DATE

8

8.1	Deputy CEO – IAD	<p>Name: Vacant</p> <p>Sign:</p> <p>Date :</p>
8.2	CEO for Finance	<p>Name: Pilimilose Balwyn Fa'otusia</p> <p>Sign: </p> <p>Date : 03/02/2020</p>

