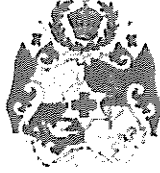


Attachment 2



JOB DESCRIPTION

Position Identification:

Job Reference:

Job Title: Principal Economist - Governance and Mainstreaming

Work Unit/Division: Resilient Development Finance Division

Responsible To: Deputy Chief Executive Officer

Job Purpose: To ensure that resilient development is integrated into the Ministry of Finance's policy, planning and budgeting systems. The officer will lead a technical team in the design, endorsement and implementation of:

1. Nationally endorsed tools, guidelines and checklists that integrate resilient development
2. Investment appraisal guidelines and budget circulars which include clear reference to resilience, or climate budget tagging
3. Financing strategies which capture resilience at the national level
4. Coordination between the resilience strengthen activities in the Ministry of Finance, and those in planning, monitoring and evaluation, oversight and accountability.

Post No: 1

Location: SGGB

Salary Band: Band I

Date: 25 May 2020

Introduction

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The Government of the Kingdom of Tonga perseveres in its efforts to build the resilience of all communities across the country. Its experience in 2018 with Tropical Cyclone Gita re-emphasised the need to invest in ensuring that all future development is planned and implemented in ways that mitigate the adverse consequences of climate change and of disasters. The Government has made significant strides in recent years to address climate change and disaster risk by focusing on actions to reduce national vulnerability. At a strategic level, The Tonga Strategic Development Framework II (TSDF II) includes commitment to resilience building as do other policy initiatives at the national level. The Tonga Climate Change Policy 2016 (CCP), and Joint National Action Plan 2 for Climate Change Adaptation and Disaster Risk Management 2018 (JNAP 2), more specifically identify a range of areas where action is required to strengthen resilience.

Organisation Context

The Ministry of Finance, working together with other central agencies of the Government, has increased its commitment to strengthen the resilience of the country and its communities. It has embraced its responsibilities as identified in the TSDF II, CCP and JNAP 2 to lead the resilience effort within the context of the national development apparatus and has established the Resilient Development Finance Division (RDFD). The goal of the RDFD is to support the Ministry's contribution to a more resilient, inclusive and sustainable Tonga. The objective of the division is to strengthen the integration of resilience measures across all development planning, budgeting and oversight systems in Tonga.

The RDFD is a hub to lead the Ministry's efforts in mainstreaming climate change, disaster and social inclusion risk considerations into the policies, plans and procedures used by the Ministry and works closely with other divisions in this regard. The RDFD also leads the Ministry's efforts to secure and manage external climate change and other financing modalities, implementing a national disaster risk financing strategy and coordinating a wider 'resilience' effort across all central agencies. The RDFD will assist agencies such as the Planning Division in the Prime Minister's Office, Ministry of Foreign Affairs, Parliament, Audit and Public Service Commission in achieving their contributions to national resilience building in line with the relevant national policies and consistent with the respective mandate of each. The RDFD works in close coordination with the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change & Communications (MEIDECC) as the Government's lead technical agency for the implementation of the national climate and disaster resilience agenda, and the Women's Affairs Division in the Ministry of Internal Affairs, as the lead agency for advancing gender equality and reducing underlying risk.

Position Context

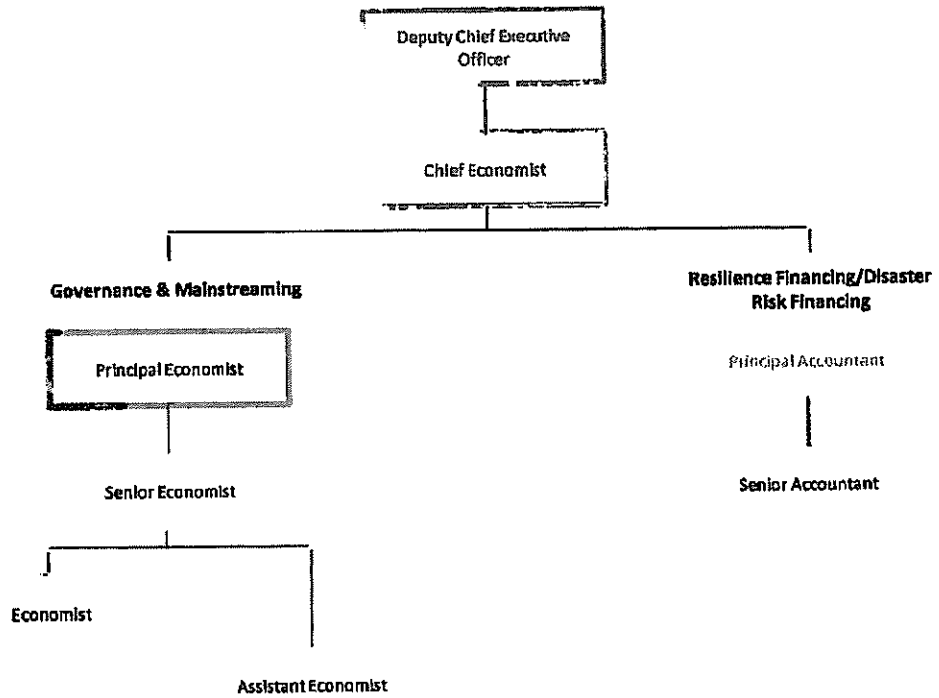
The Principal Economist - Governance and Mainstreaming is the technical lead for delivery of the governance and mainstreaming objectives of the RDFD. The position will report to the Deputy Chief Executive Officer (DCEO), who is the head of the RDFD. In addition to the Principal Economist, the Governance and Mainstreaming unit in the RDFD will have a Senior Economist, and Economist and an Assistant Economist.

The Principal Economist - Governance and Mainstreaming will be responsible for ensuring that resilient development is integrated into the Ministry of Finance's policy, planning and budgeting systems. The position will be expected to:

- Guide development and implementation of risk informed development initiatives in the Ministry of Finance and support this implementation across other sectors and central agencies.
- Coordinate in country and partner support to develop capacity building and training programs to enhance resilience of Ministry of Finance staff, sectors and other central government agencies.
- Facilitate linkages between the resilience activities in the Ministry of Finance, and those in planning, monitoring and evaluation, oversight and accountability, Foreign Affairs, Public Service Commission and Attorney General to ensure optimum coordination of resilience efforts.
- Facilitate and coordinate support from donors and partners to meet the resilience goals of the Government and Tonga.
- Develop and support the implementation of the Governance and Mainstreaming Unit work plan and budget.
- Monitor work progress and provide regular reports to senior management and relevant stakeholders.
- Facilitate the development of communications and knowledge products on work outputs and outcomes.
- Mentor staff and help ensure capacity development opportunities to ensure their professional and personal growth.



Resilient Development & Financing Division



Position Accountabilities:

The Key Accountabilities of the Principal Economist - Governance and Mainstreaming position are:

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Jobholder is accountable for	Jobholder is successful when
<p>Planning and project appraisal processes</p> <p>Leads on integration of resilience measures into medium term macroeconomic/ fiscal frameworks, performance indicators for monitoring and audit, planning processes, project appraisal guidelines and corporate/operational plans to harmonise resilience priorities and activities across government</p>	<ul style="list-style-type: none"> ▪ Resilience requirements integrated into Corporate Plan template, Project Proposal template and Sector Plan requirements (e.g. using risk screening toolkit) ▪ Training programme on updates to sector, project and corporate plan templates developed and training commenced with sectors ▪ Supervision provided to development of guideline and training on integration of resilience into macroeconomic/fiscal frameworks ▪ Supervision provided to development of guideline and training on setting performance indicators for resilience measures ▪ RFD are collaborating with Policy Reform and Corporate Services Division, Treasury and Financial Policy Divisions and National Planning and Economic Development Office at Prime Minister's Office (PMO) on resilience requirements
<p>Budget tools, guidelines and checklists</p> <p>Provides technical guidance on integration of resilience into the budget process in order to capture a detailed picture of, and generate more sustained and predictable funding to enhance resilience</p>	<ul style="list-style-type: none"> ▪ Resilience measures have been integrated throughout budget process, including (but not limited to): budget templates; budget guidelines and circulars; appraisal templates for budget submissions; budget allocations; and budget hearing and enactment in collaboration with the Budget and Corporate Planning Division of MoF and other Divisions as and where applicable ▪ Supervision provided on the integration of resilience measures into criteria, guidelines, templates and training for MoF into the budget circular, appraisal templates, allocations, budget hearing and enactment ▪ Criteria for demonstration of project resilience measures incorporated into investment appraisal checklists and guidelines ▪ Climate Budget Tagging options paper developed (with support from technical specialists)
<p>Accounting systems</p> <p>Directs development of climate budget tagging system to capture the cost of enhancing</p>	<ul style="list-style-type: none"> ▪ High level liaison with Budget, Corporate Planning and Treasury Divisions to initiate Climate Budget Tagging undertaken



- 1. Planning and project appraisal processes**
Leads on integration of resilience measures into medium term macroeconomic/ fiscal frameworks, performance indicators for monitoring and audit, planning processes, project appraisal guidelines and corporate/operational plans to harmonise resilience priorities and activities across government
- 2. Budget tools, guidelines and checklists**
Provides technical guidance on integration of resilience into the budget process in order to capture a detailed picture of, and generate more sustained and predictable funding to enhance resilience
- 3. Accounting systems**
Directs development of climate budget tagging system to capture the cost of enhancing resilience through budget submissions and ensure that this is captured in the financial management information system
- 4. Monitoring and evaluation for resilience**
Leads on integration of resilience criteria into the existing monitoring, evaluation and reporting templates, processes and systems to ensure proposed resilience strengthening measures are delivered effectively and efficiently
- 5. Performance audit of resilience measures**
Supervises the development of guidelines and training module for performance audit criteria on resilience to ensure the performance of government resilience strengthening efforts are assessed.
- 6. Financing strategies**
Initiates development of financing strategies which capture resilience at the national level, such as climate change financing frameworks, to ensure resilience strengthening efforts are grounded in substantive data
- 7. Capacity building and coordination of resilience strengthening**
Facilitates linkages between the resilience activities in the Ministry of Finance, and those in planning, monitoring and evaluation, oversight and accountability, Foreign Affairs, Public Service Commission and Attorney General to ensure optimum coordination of resilience efforts. Provide capacity building support as required.
- 8. Sound unit management**
Ensures the effective and efficient implementation of the work plan and budget for the unit and supervision of staff and consultants.
- 9. Communications and knowledge products**
Leads the development of relevant communications and knowledge products to ensure stakeholder awareness of activities and the requirements and opportunities for governance and mainstreaming.

The performance requirements of the Key Accountabilities are described in the table below

<p>resilience through budget submissions and ensure that this is captured in the financial management information system</p>	<ul style="list-style-type: none"> ▪ Climate Budget Tagging options paper developed (with support from technical specialists) ▪ Guidelines and training on climate budget tagging with MoF developed and delivered ▪ Select sectors integrate climate budget tagging into their planning and budget submissions
<p>Monitoring and evaluation for resilience</p> <p>Leads on integration of resilience criteria into the existing monitoring, evaluation and reporting templates, processes and systems to ensure proposed resilience strengthening measures are delivered effectively and efficiently</p>	<ul style="list-style-type: none"> ▪ High level liaison with Prime Minister's Office to initiate integration of resilience into monitoring and evaluation provided ▪ Developed guidelines and training for resilience indicators used in development of projects with Planning Office ▪ Sectors integrate resilience into their monitoring and evaluation process ▪ Climate change expenditure reports developed ▪ RDFD are collaborating with PMO National Planning and Economic Development Office on M&E for resilience
<p>Performance audit of resilience measures</p> <p>Supervises the development of guidelines and training module for performance audit criteria on resilience to ensure the performance of government resilience strengthening efforts are assessed.</p>	<ul style="list-style-type: none"> ▪ High level liaison with Internal Audit Division provided to initiate performance audit of resilience measures provided ▪ Guidelines and trainings on indicators to be used and measured during performance audits have been developed ▪ RDFD are collaborating with the Internal Audit Division on Performance Audits
<p>Financing strategies</p> <p>Initiates development of financing strategies which capture resilience at the national level, such as climate change financing frameworks, to ensure resilience strengthening efforts are grounded in substantive data</p>	<ul style="list-style-type: none"> ▪ Technical specialists engaged to revise/undertake resilience and climate change finance assessment to inform government planning and budgeting ▪ Options paper on and climate change finance assessment presented to MoF senior management
<p>Capacity building and coordination of resilience strengthening</p> <p>Facilitates linkages between the resilience activities in the Ministry of Finance, and those in planning, monitoring and evaluation, oversight and accountability, Foreign Affairs, Public Service Commission and Attorney General to ensure optimum coordination of resilience</p>	<ul style="list-style-type: none"> ▪ Capacity Building Programme for risk mainstreaming in sectors designed ▪ A regular coordination meeting with central agencies is established to identify and implement risk governance initiatives ▪ Advice and support are provided regularly to central agencies to progress their risk governance strengthening initiatives



<p>efforts. Provide capacity building support as required.</p>	<ul style="list-style-type: none"> ▪ Regular reporting and publicity of central agency risk governance strengthening is maintained
<p>Sound unit management</p> <p>Ensures the effective and efficient implementation of the work plan and budget for the unit and supervision of staff and consultants.</p>	<ul style="list-style-type: none"> ▪ An annual work plan and budget are developed and submitted consistent with relevant guidelines and timeframes ▪ Progress reports are submitted in a timely and accurate manner ▪ Implementation progress is regularly monitored and actions to strengthen implementation are addressed as may be required
<p>Communications and knowledge products</p> <p>Leads the development of relevant communications and knowledge products to ensure stakeholder awareness of activities and the requirements and opportunities for governance and mainstreaming.</p>	<ul style="list-style-type: none"> ▪ At least 6 communications and knowledge products to highlight developments and the learning from the implementation of work activities are developed annually ▪ Regular outreach activities using the appropriate media are undertaken at least once every month

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Maintaining a constructive working relationship with other divisions in the Ministry of Finance including Fiscal Policy, Budget, Treasury and Internal Audit, to mainstream resilience into budget, accounting, reporting and audit processes
- Collaborating with Planning Office to ensure that macroeconomic plans and indicators are cognisant of resilience measures
- Consistent liaison and coordination with MEIDECC, Women's Affairs Division and other line agencies
- Coordination of work of development partners to align projects with Government of Tonga's priorities and strategic goals

Level of Delegation:

The position holder does not hold any delegated human resource management authority

Functional Relationships & Relationship Skills:

NC

Direct Reports:

The Senior Economist - Governance and Mainstreaming reports direct to the Principal Economist – Governance and Mainstreaming.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current job holder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential

- Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours +2) (MA+1) years' experience in a **similar role**
- Relevant degree + 3 years in a **similar role**, or 6 years **relevant** work experience
- Relevant diploma + 6 years in a **similar role**, or 10 years **relevant** work experience
- Current TPS employee with 7 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for

Knowledge/Experience

Essential

- Demonstrated understanding and experience of developments in Resilient Development capacity building priorities in Tonga in at least the last 5 years
- Relevant work experience in drafting work plans and progress reports, production of knowledge products etc.
- Experience in supporting skilled experts/consultants and working in a multi-disciplinary team of professionals.
- Proven experience in providing logistical, organisational and administrative support to senior officials and executives.
- Sound analytical, research, numeric skills, and excel spreadsheet skills.
- Strong communications skills with experience in the development of communication briefs and advisories using print, social and other media
- Significant experience and contextual understanding of Tonga and other Pacific island countries

Additional Desirable

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- Understanding of the Climate Change and Disaster Risk Management agenda at the national, regional and global levels
- Experience with regional partner and program coordination.
- Previous experience with donor financed programs
- Experience in management decision making that is systematic, rational and consistent

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level

- Public Financial Management
- Strong analytical skills, the ability to master new material quickly and the ability to present complex issues in a simple and concise manner.
- High level of initiative and self-management with the ability to think laterally and identify innovative solutions.
- Demonstrated ability to coordinate a group of professionals and to manage their diverse skills and abilities.
- Familiarity with donor and development partner procurement practices and procedures.
- High level organisational skills and ability to meet deadlines.
- Excellent oral and written communication skills and the ability to positively influence others.
- Ability to set priorities successfully and working with minimal supervision.
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies.
- Experience at producing high quality work under tight deadlines

Advanced level

- Climate Change Finance
- Disaster Risk Finance
- Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions
- Excellent organisation skills and the ability to meet deadlines
- Focused on quality in every aspect
- Positive leadership skills committed to a consultative and open work environment
- Understands and is responsive to the needs of all stakeholders
- Committed to team-work and ability to work with a small team of professional staff
- Strong interpersonal and communication skills as well as sensitivity to the diverse needs of those in a multi-cultural environment
- Utilises smart work practices

Working knowledge

- Fields of work related to Climate Change Financing, Disaster Risk Financing and Risk Governance, policy formulation and advice, management of consultants, and coordination of multi-disciplinary teams of professionals.
- Practical understanding of Disaster Risk and Climate Change issues and a general knowledge of the development and governance challenges facing Pacific Island countries in terms of development policy and implementation.

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<ul style="list-style-type: none"> • TSDF II 2015 - 2025 • Tonga Climate Change Policy 2016 • Joint National Action Plan II for Climate Change Adaptation and Disaster Risk Management 2018
Awareness <ul style="list-style-type: none"> • Paris Agreement on Climate Change 2015 • Sendai Framework for Disaster Risk Reduction 2015 • Framework for Resilient Development in the Pacific 2017 – 2030 • Resilience-related decision of Pacific Leaders and FEMM in the last 5 years

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Excellent analytical skills
- Skills in problem identification and resolution
- Ability to meet deadlines
- Proactive and high initiative
- Able to handle high pressure, high workload environments

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

 Manager/Supervisor

 Date

 Employee

 Date



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