

POSITION DESCRIPTION		
1	Ministry/Department: <i>Ministry of Finance</i>	
2	Job Title: Senior Assistant Secretary (Office of the Remuneration Authority)	
3	Band: K	Post Number: 1 Location: Nuku'alofa
4	<p><u>Purpose:</u></p> <ul style="list-style-type: none"> ➤ Provide support to the Remuneration Authority by undertaking administrative services and secretarial duties. ➤ Provide assistance in the evaluation/re-evaluation process as part of the core activities of the Remuneration Authority. ➤ Provide financial services to RA's Office 	
5	Key Results Area / Outputs	Key Performance Indicators
5.1	<p>Planning</p> <ul style="list-style-type: none"> ➤ Collaborate with the RA Team in drafting RA's Corporate Plan/Annual Management Plan and KPIs. ➤ Prepare and update individual work plan ➤ Contribute in preparing budget proposal for the Authority. 	<ul style="list-style-type: none"> ➤ 100% accuracy, timeliness and completeness
5.2	<p>Organizing</p> <ul style="list-style-type: none"> ➤ Coordinate all RA meetings and prepare minutes of meetings. ➤ Perform variety of administrative tasks as directed by the Supervisor. 	<ul style="list-style-type: none"> ➤ Timely execution of tasks as per approved timeline ➤ 100% accuracy, timeliness and completeness
5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Assist in ensuring that supporting staff of the RA understand their roles and how their roles contribute to the overall objective of the RA. ➤ Ensure the supporting staff of RA meets regularly ➤ Promote collaboration and team building in the RA. 	<ul style="list-style-type: none"> ➤ Supporting staff of the RA understand their roles and how their roles contribute to RA's overall objective. ➤ RA staff meeting conducted on a weekly basis. ➤ Workloads are up to date in accordance with the work plan. 100% accuracy and timeliness.
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Contribute to the draft and translation of the RA Annual Report 	<ul style="list-style-type: none"> ➤ RA Annual Report is completed, error free, compiled, approved, printed and distributed by the approved timeline.

5.5	<p>Technical</p> <p><i>Perform office administrative services including:</i></p> <ul style="list-style-type: none"> ➤ Acquire quotations and communicate with suppliers regarding RA requirements. ➤ Track the RA staff leave and relevant Public Service policies to be updated. ➤ Responsible for stocktaking RA stationeries and provide quarterly stocktaking report. ➤ Update and maintain the RA database and Asset Register ➤ Ensure that the RA office, equipment and computers are secured at all time ➤ Monitor the RA's vehicle log book and prepare monthly log summary 	<ul style="list-style-type: none"> ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy
	<p><i>Provide secretarial tasks including:</i></p> <ul style="list-style-type: none"> ➤ Schedule appointments and meetings ➤ Inform members of the meeting date, time and venue ➤ Organize meeting catering as and when required. ➤ Provide assistance with the preparation and compilation of documents for the meetings of the Authority. ➤ Prepare minutes of RA meetings 	<ul style="list-style-type: none"> ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ 100% timeliness, complete and accuracy ➤ Minutes of RA meetings are properly recorded and distributed to Members within two working days of the meeting. ➤ Meeting minutes are maintained for all RA meetings
	<p><i>Provide assistance in the evaluation/re-evaluation process including:</i></p> <ul style="list-style-type: none"> ➤ Assist in vetting and evaluating newly submitted position and quality checking ➤ Assist in re-evaluation of positions and quality checking 	<ul style="list-style-type: none"> ➤ Positions for evaluation are submitted with complete information and timeliness. Positions are evaluated/re-evaluated in a professional and timely manner.

	<ul style="list-style-type: none"> ➤ Contribute to the review of evaluation/re-evaluation procedures to improve efficiency of evaluation/re-evaluation process 	<ul style="list-style-type: none"> ➤ Evaluation/re-evaluation process is reviewed appropriately to minimize discrepancies and concerns from position holders.
	<p><i>Provide financial services for the RA office including:</i></p> <ul style="list-style-type: none"> ➤ Prepare purchase order and process vouchers ➤ Update vote book ➤ Process and management of RA payroll and tax returns ➤ Assist with reconciliation of RA office accounts 	<ul style="list-style-type: none"> ➤ 100% timeliness, complete and accuracy of carrying out tasks as directed ➤ 100% timeliness and accuracy of information disseminated ➤ Vote book and budget balance is up to date and accurate ➤ Follow up of actions required
5.6	Carry out any other duties assigned by the Chairperson and Members of the RA, and RA's secretary.	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed.
6	Reports Directly to:	Secretary, Remuneration Authority
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Sound computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint) and Sun System. • Sound analytical skills.
7.2	Communication and Language Skills:	High standard in both Tongan & English languages (written and spoken).
7.3	Working hours	8:30am to 4:30pm weekdays. Must be able to work occasional long hours and overtime as/when required.
7.4	Personal Attributes:	Essential: Professional work attitude, highly motivated, loyal, well organised and hardworking, honesty and integrity. Must be able to work as part of a team.

7.5	Education and Experience:	<p>A Bachelor degree in Economics, Business, Public Administration or related field from a recognized tertiary institution with at least 3 years of relevant work experience; OR</p> <p>A Master degree in Economics, Business, Public Administration or related field from a recognized tertiary institution with at least 1 year of relevant work experience.</p>
8	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.

		<ul style="list-style-type: none"> ➤ 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	Senior Assistant Secretary	Name: VACANT Sign: Date:
9.2	Secretary, Remuneration Authority	Name: 'Ana Puli Matoto Sign: Date:
9.3	Chairperson, Remuneration Authority	Name: Siosi C. Mafi Sign: Date:
9.4	Chief Executive Officer for Finance	Name: Balwyn Fa'otusia Sign: Date:



Remuneration Authority Structure

