

Ministry:	Ministry of Finance
Division:	Project and Aid Management Division (PAMD)
Location:	ST. George Building (Nuku'alofa)
Job Title:	Economist
Position Number:	FIN08203111100110004
Reports to:	Deputy CEO – PAMD
Band:	L
Salary:	\$19,490 - \$29,230
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> ✚ Improved macroeconomic management & stability with deeper financial markets ✚ Closer public/ private partnership for economic growth ✚ More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities ✚ Appropriate decentralization of government administration with better scope for engagement with the public ✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities ✚ More reliable, safe and affordable information and communication technology used in more innovative ways ✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <p>The economist is to assist the Deputy CEO in the efficient and effective delivery of the outputs delegated to the Division in the Ministry's Corporate Plan</p>
Accountabilities / Outcomes	<p>Planning: corporate and annual planning and budgeting, cash flow, procurement</p> <ul style="list-style-type: none"> ➤ Formulate individual work plan and plan of action. ➤ Assist with the divisions draft contribution to the Corporate Plan and Budget ➤ Assist with the divisions draft contribution to the AMP with KPIs for the year ➤ Assist with the divisions draft contribution to the Risk Management Plan ➤ Assist with the divisions draft contribution to the Coms Strategy ➤ Organizing: division of labour, organization structures, procedures ➤ Assist to M & E for TA with clear TOR and supervision of all TAs to the Division with transfer of knowledge

- Assist to develop Standard Operating Procedures (SOPs) Framework, listing all SOPs for all technical process in Division with clear numbering
- Assist to develop the Information Management Framework (base on MFD 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...)

Leading: communications with stakeholders, staff management and development

- Assist with well drafted press releases and issue of data and information to be made public
- Assist with the development of the M & E for HoD & Divisional meetings
- Assist with the development and monitor hand over notes for staff on leave

JD Outputs associated with CP Output: 08.3.03-02: Better platform for aid management, effectiveness and harmonization

- Serve as the focal point for all WB related projects
- Assist to organize the Tonga and Development Partner Annual Forums
- Lead the WB Coordination Meetings with clear agenda, outputs and minutes
- Assist to organize the donor coordination Meetings with clear agenda, outputs and minutes e.g., WB/ADB, MFAT.DFAT etc.
- Assist to organize the Sector/Pillar Meetings with clear agenda, outputs and minutes
- Responsible for preparing of briefs/reports/letters/etc. for responsible donor

JD Outputs associated with CP Output:

08.3.03-03: Better project cycle system to formulate, appraise, approve, monitor and report on projects

- Assist to organize CDCC with clear agenda, outputs and minutes
- Assist to draft the CDCC quarterly Report and report to Cabinet
- Assist to coordinate submissions to the CDCC from the division for tabling
- Assist with drafting Quarterly Report of Project Physical and Financial Status
- Assist with drafting project acquittal reports for relevant donor
- Ensure the contribution for the WB are incorporated into the budget process

	<ul style="list-style-type: none"> ➤ Assist with the compilation of project, development expenditure and aid management component in Budget Strategy, Statement and Estimates ➤ Secretariat support and participation in project steering committees e.g., TAIP, PAIP, TCIRP, PREP, YEP, TSCP, E Health, E Govt, Cable.
Person Specification	
Skills and Abilities	Mandatory: <ul style="list-style-type: none"> ➤ Good analytical skills. ➤ Good computer skills. ➤ Good communication skills. Fluent in both Tongan and English languages (written and spoken). ➤ good work attitude and work well in a team environment ➤ highly motivated and proactive ➤ well organized and hardworking ➤ honest, with high integrity and loyalty ➤ loyalty to government ➤ strong consultation and interpersonal skills
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ➤ Relevant degree + up to 3 years' work experience ➤ Relevant diploma + 3 years' relevant work experience ➤ Relevant certificate/trade/technical qualification + 5 years' experience in a similar role ➤ Current TPS employee with 5 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 the past 2 consecutive years)
Authorised by (sign and date)	
Deputy CEO / HOD - PAMD	Name: Ms Saane Lolo Signature & Date:
A/CEO for Finance	Name: Mrs Pisila Matafahi 'Otunuku Signature & Date:
Employee	Name: vacant Signature & Date: