

Ministry:	Ministry of Finance
Division:	Budget Division (BD)
Location:	Nuku'alofa
Job Title:	Chief Economist (Policy)
Position Number:	FIN08202111100110002
Reports to:	Deputy CEO for BD
Band:	H
Salary:	\$34,608 – \$51,912
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> <ul style="list-style-type: none"> • Assist the Deputy CEO BCPD in ensuring that the core functions of the division are delivered effectively and efficiently thereby add value to the overall mandate of the Ministry which is outlined in its Corporate Plan and Budget; • Development and coordination of the overall Budget formulation process and the subsequent analysis of Budget implementation; • Review, assess and report on overall ministries' budget (revenue and expenditure) requests after ensuring it is in-line with priorities and within estimated budget; • Assist with the drafting of the Budget Strategy and Budget Guidelines, and coordinating submission to Cabinet, and the distribution of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and programme budget templates to each Ministry. • Lead the review of the completed budget submissions to ensure it is in line with Government's medium- and longer-term objectives and priorities (under TSDF II), the Budget Guidelines, and the fiscal and economic position and to ensure allocative efficiency achieved and provide recommendations to the HoD for consideration. • Coordinating the process of preparation of the Programme Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee;

	<ul style="list-style-type: none"> • <u>Drafting end of year status report and assist</u> with drafting the quarterly and mid-year status report based on reviews/analysis of MDAs' budget performance with recommendations on appropriate fiscal measures. <p>Lead the assessment of the short, medium and long-term cash flow forecasts and raised with the HoD any critical issues identified for further discussion of way forward.</p>
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> • Assist the Head of Division in drafting the divisional Corporate Plan, Annual Management Plan, Work-plan, Annual Report, and Leave Plan; • Meet with relevant key stakeholders on budget and fiscal policy management issues. <p>Organizing</p> <p>1. Staff Development</p> <ul style="list-style-type: none"> • Assist the Head of Division in providing training to the divisional staff and MDAs Staff. • Assist the Head of Division in drafting Training Plan relevant to build the capacity of staff in the Division. • Assist the Head of Division in proposing relevant training plan which is appropriate to build capacity of the MDAs for the Division and MDAs. <input type="checkbox"/> Participate proactively in divisional meeting <p>Leading</p> <p>1. Economic and Fiscal Policy</p> <p>Lead and support the Head of Division for effective consultative and consensus building process on economic and fiscal policy issues and budget objectives.</p> <p>2. Revenue Enhancement Measures</p> <ul style="list-style-type: none"> • Recommend non-distortionary revenue enhancement measures within the context that reduce the cost of tax on the economy. • Pre-review of annual revenue forecast submission from MDAs to ensure possible revenue volatility is taken into account for a more realistic projection. • Assist and discuss with the Chief Economist (Operation) the overall revenue performance of the revenue collection MDAs and incorporate the results into the revenue baseline. <p>3. Fiscal Expenditure Measures</p> <ul style="list-style-type: none"> • Recommend sustainable expenditure measures within the context that minimize the cost of capital, operational and non-operational budget on the Government without undermining the need to support overall economic growth. • Pre-review of expenditure forecast to ensure possible expenditure indicators/triggers volatility is taken into account for a more realistic projection.

4. Budget Formulation

- Assist the Chief Economist (Operation) in developing and coordinating of the overall budget formulation process and timeline
- Assist the Chief Economist (Operation) in coordinating lessons learnt from previous budget preparation on budget process and timeline with proposed way forward.

Controlling

1. Ministries Budget Requests

- Assist the review and assessment of
- MDAs' compliances with the budget and corporate plan submissions to ensure it is in line with the budget and corporate plan SOPs.

2. Budget Strategy and Guidelines

- Draft the Budget Strategy and Guidelines
- Coordination of the preparation of the Budget Strategy and Guidelines
- Cabinet submission on budget strategy and guidelines
- Distribution of approved Budget Strategy and Guidelines, including indicative expenditure and revenue envelopes and programme budget templates to each Ministry

3. Alignment of MDAs Corporate Plans and Budget with Government's medium and longer term objectives and priorities (TSDF)

- Report on review of completed budget submissions to ensure it is in line with
- Government's medium and longer term objectives and priorities (under TSDF), the Budget Guidelines, and the fiscal and economic position with way forward.

4. Preparation of Programme Budget Estimates and Budget Statement

- Assist the coordination process of the Programme Budget Estimates preparation, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee
- Assist with preparing the Budget Estimates, for submission to Cabinet, the Legislative Assembly and the Public Accounts Committee
- Draft the Budget Statement (Recurrent, Fiscal and GFS Sections) both English and Tongan
- Assist the Chief Economist (Operation) in consistency checking of the Budget Estimate documents and Budget Statement

5. Cash flow forecasts

- Assist the review and assessment of annual cash flow forecasts from MDAs

- Assist the review and assessment of the revised monthly cash flow forecasts from MDAs
- Report on any discrepancies exist with way forward to address

Technical

1. Updating responsible MDAs' staff list as per Cabinet and Public Service Commission decisions approved by Cabinet and the Commission.

- Daily updated of staff list used to assist the division during the budget preparation and for Management decision making.

2. Report on MDAs staffing recruitment implications.

- Provide quarterly report to the DCEO-BCPD on implication (both financial and HR) of additional staffing recruitment on overall
- MDAs' approved estimate and CP output and KPIs.
- Provide policy recommendations to address issue raised.

3. Assessing responsible MDAs' budget transfer request against their Corporate Plan

- Assessed budget transfer request from responsible MDAs with genuine justification for endorsement by the Head of Division.
- Assessed budget transfer request from responsible MDAs with genuine justification recommended for CEO-Finance or Minister-Finance's approval.

4. Maintaining the One Process Tool

- Provide recommendations to the DCEO-Budget should there be need to update the One Process Tool
- Update the One Process Tool in preparation for the medium term budget preparation.



Reporting on Government Financial Statistics (GFS)

- Assess the GFS revenue/grants and expenditure data for analysis purpose
- Report to DCEO discrepancies exist and suggest way forward
- Assist with provision of GFS expenditure data for reporting and analyses purposes
- Draft GFS Section on the Budget Statement.

Any other duties beyond those covered in BCPD Outputs assigned and/or delegated by the DCEO for Finance.

- DCEO (as delegated from time to time).
- Other management tasks and duties completed as directed by the DCEO which contribute to the effective and efficient operations of the ministry

Person Specification

Skills and Abilities	Mandatory: <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 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 and draft clear documents with confidence in both countries Desirable: <ul style="list-style-type: none"> • 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"> ✚ Master degree with at least 2 years' experience in a similar role or at least 4 years' relevant working experience ✚ Post Graduate Diploma with at least 3 years' experience in a <u>similar role</u> or 8 years' <u>relevant work experience</u> ✚ Bachelors' degree with at least 5 years' experience in a <u>similar role</u> or 8 years' <u>relevant work experience</u> <p><u>Qualification acceptable for this role must be in Commerce, Economics, or Business from a recognised educational institution</u></p> Desirable:
Authorised by (sign and date)	
Deputy CEO / HOD	Name: Mrs. Vika Sivoki Lavemaau  Signature & Date: 18 th July 2023
CEO for Finance	Name: Mrs Kilisitina Tuaimē'api  Signature & Date: 18/7/2023
Employee	Name: Vacant Signature & Date:

