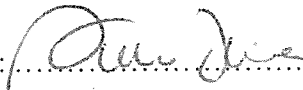
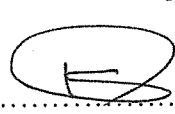


<b>Ministry:</b>	<b>Ministry of Finance</b>
<b>Division:</b>	Performance Framework Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Assistant Secretary
<b>Position No:</b>	FIN08104111100110004
<b>Reports to:</b>	Head of Performance Framework Section
<b>Band:</b>	L
<b>Salary:</b>	\$ 20,075 – \$ 30,107
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <p>The Ministry contributed directly to the following organizational outcomes:</p> <ul style="list-style-type: none"> <li>✚ Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>✚ Closer public/ private partnership for economic growth</li> <li>✚ More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>✚ Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>✚ Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>✚ More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>✚ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ol style="list-style-type: none"> <li>1. Processing and coordination the collation of the Ministry's Corporate Plan (CP), Annual Management Plan (AMP), Annual Report (AR) and other M&amp;E Reports.</li> <li>2. Provide more effective/ efficient recruitment, performance management system and progress reporting for assigned Divisions</li> <li>3. Ensure a more coordinated Ministry staff development program with clear linkages to Corporate Plan (CP)/ Annual Management Plan (AMP)</li> <li>4. Ensure staff development database and records for fast retrieval of information.</li> <li>5. Assist with other Human Resource matters as and when required.</li> </ol>
<b>Accountabilities / Outcomes</b>	<ol style="list-style-type: none"> <li>1. Assist the Head of Section (HoS) to develop Performance Framework Section (PFS) - Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast, staff structure, communication strategy and work procedures.</li> <li>2. Develop individual weekly work plans/ calendar in accordance with AMP</li> <li>3. Co-ordinate Ministry staff development programmes, with quarterly M&amp; E</li> <li>4. Assist with the processing of Training needs overseas and local, and overseas travel for approved staff.</li> <li>5. Manage staff development database/ records</li> </ol>

	6. Assist the HoD in the development and production of the Ministry CP, AMP, Budget, Annual Report and M&E Reports. 7. Co-ordinate the PMS/ recruitment/ flow charting processes for the CSD 8. Lead the administrative role for staff in assigned Divisions. 9. Any other task(s) as delegated by HoD and/ or CEO for Finance
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Fluency in Tongan and English with good reading, written and oral skills</li> <li>• Effective/ Efficient communication and networking skills</li> <li>• Demonstrated ability to work as part of a cohesive team</li> <li>• Ability to handle confidential information and deal with difficult customer</li> <li>• Data analysis and reporting skills</li> <li>• Good work attitude and adaptable to changes</li> <li>• Well organized and hardworking</li> <li>• Highly motivated and proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Positive thinking &amp; influential</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✦ Relevant degree + up to 3 years' <u>work experience</u></li> <li>✦ Relevant diploma + 3 years' <u>relevant work experience</u></li> <li>✦ Relevant certificate/trade/technical qualification + 5 years' experience in a <u>similar role</u></li> </ul> <p>Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p> <p><b>Desirable:</b> Knowledgeable of Results Management</p>
<b>Authorised by (sign and date)</b>	
<b>Deputy Secretary / HOD</b>	Name: Mrs Gladys Fukofuka  Signature & Date:  4/8/2023
<b>CEO</b>	Name: Mrs Kilisitina Tuamei'api  Signature & Date:  4/8/23
<b>Employee</b>	Name: Vacant  Signature & Date: .....

