

Ministry:	Ministry of Finance
Division:	Leadership Division
Location:	SGGB, Nuku'alofa
Job Title:	Personal Assistant (PA) to the Minister for Finance (Contract)
Position Number:	FIN08101111100110002
Reports to:	Deputy CEO
Band:	L
Salary:	\$22,133-33,194
Job Purpose	<p>Ministry Profile Statement:</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> • The Personal Assistant (PA) to the Minister will assist the Minister in carrying out daily routines and organize daily operations including the Minister's schedules include assisting in drafting letters, submissions to Cabinet and Parliament, various committee meetings, and arranging general interactions with stakeholders involved with the Minister's office daily. • Any other duties that may be assigned by the Minister.
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Electronic information System and meeting appointments <ul style="list-style-type: none"> • Create and update electronic diary/ calendar for the Minister • Secure a well-coverage, complete, and updated electronic filing system • Update overseas official commitments database • Prepare relevant travel documents including conducting visa application, and follow up per diems etc. • Advise to other appropriate staff on the Minister's scheduled meetings and appointments • Take notes and minutes on the Minister's meeting and appointments as required/ directed. 2. Correspondence and directives <ul style="list-style-type: none"> • Drafting timely Letters/ Savingrams as directed by the Minister • Follow up on outstanding matters with relevant division of the ministry • Direct replies to ordinary letters • Scan, photocopy, and disseminate Minister's directives to relevant stakeholders as directed. • Coordinate with relevant staff/ divisions/ MDAs for drafting speeches and statements for the Minister's presentations/ speeches as directed by the Minister. • Dissemination of Minister's directives as directed 3. Cabinet and Parliament Submissions <ul style="list-style-type: none"> • Assist in drafting Cabinet and Parliament submissions as directed • Preparing briefing papers for the Minister's meetings, assisting in identifying research on specific topic (s) as required by the Minister from time to time • Obtain accurate information for policy directive and advice

	<ul style="list-style-type: none"> • Make relevant coordination of economic and financial activities that are under the purview of the Minister <p>4. Overseas/Domestic travel</p> <ul style="list-style-type: none"> • Organize the Minister’s domestic and international travel. • Prepare the best itineraries in terms of cost and shortage routes • Compile and prepare all relevant meeting/ conference documents for official/ personal overseas/domestic travels of the Minister • Make relevant/ appropriate bookings for flights, itineraries, accommodations, transportation, and any other related matters. • Take/escort the Minister to the airport before departure and meet him upon arrival at the airport and/ or wharf. • Arrange the Minister’s departure and arrival at the airport and/ or wharf. • Organize arrangements including scheduling appointments with key overseas stakeholders where necessary and as requested by the Minister. <p>5. Official Functions to be hosted by the Minister</p> <ul style="list-style-type: none"> • Organize and make relevant arrangements of events to be hosted by the Minister as directed. <p>6. Public Relations</p> <ul style="list-style-type: none"> • Drafting press release and assist key spokesperson for the Minister • Lead in the arranging of Hospitality function hosted by the Minister and collaborate closely with key people and relevant division in the ministry • Liaise with key stakeholders including development partners, and follow up on important outstanding issues <p>7. Other tasks as directed by the Minister</p> <ul style="list-style-type: none"> • Organize relevant arrangements of personal and home affairs including his benefit entitlements as Minister, medical leave, referral and appointments. • Proactively perform any other tasks as directed by the Minister.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good analytical skills • Must have good public relations and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills, good command of both English & Tongan languages <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> 🇫🇯 Master’s degree with no working experience 🇫🇯 Post Graduate Diploma with at least 1 year experience in a similar role, or at least 3 years’ relevant working experience

	<p>✚ Bachelors' degree with at least 3 years' experience in a similar role, or at least 4 years' <u>relevant</u> working experience</p> <p>Qualification acceptable for this role must be in Commerce, Economic, or Business from a recognised educational institution</p> <p>Desirable:</p>
Authorised by (sign and date)	
Deputy CEO - Leadership	<p>Name: Mrs 'Ana Ika</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>