

POST DESCRIPTION			
1	<b>Ministry:</b> Trade & Economic Development (MTED)		
2	<b>Job Title:</b> Assistant Senior Price Control Officer	<b>Division:</b> Consumer Protection & Fair Trade	
3	<b>Band:</b> L	<b>Post No.:</b> 1	<b>Location:</b> Nuku'alofa
4	<b>Purpose:</b> The Price Control Officer is responsible for the coordination and implementation of the Petroleum and LPG monthly and quarterly review, coordination of market surveys and analysis of quality data to facilitate policy papers with recommendation to the Competent Authority. This position shall also be responsible for the organization and facilitation of Competent Authority meetings and administration matters.		
5	<b>Outputs</b>	<b>Performance Indicators</b>	
5.1	<b>Planning</b> i) Development and implementation of the approved schedule for the release of the maximum pricing of regulated goods ( Petroleum & LPG) under the Competent Authority  ii) Develop research plans and consultations on issues relating to Petroleum and LPG and other regulated goods and services as directed by TCA	i) Timely and accurate maximum pricing or Petroleum and LPG is developed and implemented according to approved schedule  ii) Quality and timely research reports are submitted and endorsed by TCA	
5.2	<b>Organising</b> i) co-ordinate the collection of monthly and quarterly data with Stakeholders ( suppliers and Petroleum Advisor) ii) Development of Price Control Database of the monthly petroleum and quarterly LPG prices components, annual price template decisions and components iii) Organize meeting paper or circulation papers for the TCA Members' endorsement, petroleum and LPG reviews, public consultations and communication to the media. iv) Development and regular update of the Petroleum and LPG pricing Database v) Coordination special taskforce with relevant stakeholders for the annual inspections of terminals and service stations ( both petroleum and LPG) vi) Organize logistics for implementation of TCA meetings/program vii) Coordination of survey programs ( including outer islands) related to the annual petroleum and LPG price review	i) That suppliers' monthly and quarterly submissions are received prior to the 5 <sup>th</sup> and Report on the 10 <sup>th</sup> of every month. ii) Up-to-date and accurate database of petroleum & LPG pricing components are kept for reporting purposes iii) Timely update of database is submitted to HOD on a monthly basis or anytime when required for reporting purposes iv) Coordination of meetings, circulation papers, submissions, media releases and reports are carried out according to internal policy v) Timely reports and quality recommendations approved by the TCA vi) Timely meetings are organized for the CA members vii) Updated survey reports are submitted to the Senior Price control Officer prior to the annual review program	

5.3	<b>Controlling</b> <ul style="list-style-type: none"> <li>i) Ensure accuracy of monthly submissions data/information provided by Suppliers and Petroleum advisor on the Petroleum and LPG monthly and quarterly price review</li> <li>ii) Ensure implementation of monthly and quarterly price review is within allocated budget</li> <li>iii) Review accuracy of updated prices of other regulated goods and services on the template</li> </ul>	<ul style="list-style-type: none"> <li>i) at least 90% accurate information/data is provided on time</li> <li>ii) monthly and quarterly price review are implemented according to TCA policy</li> <li>iii) Timely and accurate pricing of other regulated goods is implemented as per approved schedule (1<sup>st</sup> week of every month)</li> </ul>
5.4	<b>Technical</b> <ul style="list-style-type: none"> <li>i) Review petroleum suppliers' monthly submission against approved pricing template for Petroleum and LPG</li> <li>ii) Responsible for the verification on business enquiries related to the pricing of regulated goods. ( Petroleum, LPG and other regulated goods)</li> <li>iii) Assist Senior Price Control Officer in the review of suppliers' audited financials for the Petroleum and LPG annual price review with necessary recommendations to the Competent Authority</li> <li>iv) Regularly consult with key stakeholders on any issues arises pertaining the pricing of Petroleum &amp; LPG, compile stakeholders' comments, and make recommendations to address the issues</li> </ul>	<ul style="list-style-type: none"> <li>i) That quality recommendations and feedback are provided from the monthly submissions from Suppliers</li> <li>ii) Timely and accurate reports submitted</li> <li>iii) Number of consultations implemented and provision of timely recommendations</li> <li>iv) Provision of quality recommendation and comments from the suppliers audited financials</li> <li>(v) timely and quality recommendations submitted</li> </ul>
5.5	<b>Other duties</b> <ul style="list-style-type: none"> <li>(i) Maintain good work relations with relevant stakeholders at all times.</li> <li>(ii) Perform any other duties relevant to the Ministries core mandates that the Head of Division or the CEO may require from time to time</li> </ul>	<ul style="list-style-type: none"> <li>i) 100% compliance with the Public Service Code of Conduct regarding interactions and maintaining work relations with stakeholders.</li> <li>ii) Perform duties as required.</li> <li>iii) Recognise Government/Ministry priorities.</li> </ul>
6	<b>Reports Directly to:</b>	<b>Head of Division</b>
7	<b>PERSON SPECIFICATION TO THIS POST</b>	
7.1	<b>Special Skills</b>	<ul style="list-style-type: none"> <li>i) Good research and analysis skills</li> <li>ii) Computer literate and well versed with Microsoft and excel software programs.</li> <li>iii) High interpersonal skills</li> <li>iv) Very Good organizational skills</li> </ul>
7.2	<b>Communication &amp; Language Skills</b>	<ul style="list-style-type: none"> <li>i) Fluent in both oral and written Tonga and English</li> <li>ii) Confident speaker in groups</li> <li>iii) Very good presentation and report writing skills</li> </ul>
7.3	<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>i) Professional approach to work</li> <li>ii) Self motivated and ability to work independently and as part of a team</li> </ul>

		iii) Reliable and hardworking iv) Task/output oriented
7.4	<b>Education/ Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree with no working experience</li> <li>▪ Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b>Qualifications acceptable for this role must be in <u>Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts</u> from a recognised educational institution.</b></p>
8	<b>BEHAVIOURAL CORE COMPETENCIES</b>	
8.1	Change and Innovation	<ul style="list-style-type: none"> <li>▪ Stays informed and actively contributes to change initiatives</li> <li>▪ Looks for ways to demonstrate innovation and initiative in work area</li> <li>▪ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>▪ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>▪ Focuses on benefits and ways of overcoming obstacles</li> </ul>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>▪ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>▪ Presents clear, courteous and concise oral and written communications.</li> <li>▪ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>▪ Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>▪ Seeks to achieve results which are in the best interest of the organisation</li> <li>▪ Uses honesty and appropriate disclosure with customers, employees, and management.</li> <li>▪ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>▪ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>▪ Delivers high quality results on time.</li> <li>▪ Overcomes roadblocks/setbacks to deliver results.</li> <li>▪ Identifies problems early and takes appropriate action.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
8.5	Teamwork and Collaboration	<ul style="list-style-type: none"> <li>▪ Demonstrates ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>▪ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>▪ Is open with other team members about his/her concerns</li> <li>▪ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>▪ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>▪ Accepts responsibility for mistakes, apologizes and makes suitable and timely amends.</li> <li>▪ Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>▪ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>▪ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>▪ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>