

JOB DESCRIPTION			
1	Ministry/Department: Trade & Economic Development		
2	Job Title: Principal Assistant Secretary Division: Business Support Division		
3	Level: 5	Post Number: 1	Location: Nuku'alofa
4	Purpose: Provide sound advice to/and support the Deputy CEO (Head of Division) in development and implementation of key programs and strategies to expand, diversify and grow exports earnings by fostering and promoting sustainable export trade through provision of (i) direct exports facilitation, (ii) cooperative development programs, and (iii) local business development services.		
5	OUTPUTS		PERFORMANCE INDICATORS
	Planning Preparation and development of Work Plans for the Tonga Made Product Development and Promotional activities. Provide assistance for development of Tonga Made and Buy Tonga Made Policy. Development of Tonga Made Promotional Show Plans at Annual Royal Agricultural, Fisheries and Trade Shows. Development of Plans and Proposals for MTED Exports Development Works. Development of proposals and work plans for Cooperative Development Works.		Timely submissions of Tonga Made work plans to HOD. Timely submissions of quality data and information for Tonga Made policy formulation. Timely submissions of Tonga Made annual show plans to HOD. Timely submissions of Exports Proposals and Plans to HOD. Timely submissions of Cooperatives development proposals and work plans.

	<p>Organizing</p> <p>Coordinate and organize Tonga Made Product Development Projects.</p> <p>Coordinate and organize marketing missions to identify, negotiate and established new exports markets.</p> <p>Coordinate and organize the Tonga Made promotions and exhibitions at during the annual Agricultural, Fisheries and Trade shows.</p> <p>Coordinate and organize the development and production of Tonga Made promotional materials.</p> <p>Coordinate and organize the delivery of Cooperative development projects and establishment of Cooperative Shops.</p> <p>Coordinate and organize the delivery the Ministry's exports development works.</p> <p>Coordinate and arrange the importation and availability of the Ministry's inputs to producers at affordable prices.</p> <p>Coordinate and organize the development, productions and distributions of exports packaging materials.</p>	<p>Timely delivery of Tonga Made Product Development Projects.</p> <p>Timely conducting of marketing missions.</p> <p>Timely organizing and set up of Tonga Made exhibitions and trade shows.</p> <p>Timely production of promotional materials.</p> <p>Timely delivery of Cooperatives development projects and establishment of Cooperative shops.</p> <p>Timely communications with the markets. Timely delivery of the Ministry's export containers.</p> <p>Timely communications with supplier companies Timely and ongoing distributions of Ministry's producers' inputs.</p> <p>Timely development of packaging materials. Availability of packaging materials at all times.</p>
	<p>Leading</p> <p>Lead in organize meetings and attend to meetings with key stakeholders including the National Packaging Committee, the Buy Tonga Made Committee, the PHAMA Working Group, the Sector Growth Committees and other related forums.</p> <p>Lead in conducting the set up and arrangements for local shows and exhibitions.</p> <p>Lead in communications with relevant Government stakeholders, supplier companies and overseas trade facilitation offices to facilitate the delivery of Division's exports development outputs</p> <p>Lead the market missions to overseas markets and conduct communications with the export markets.</p>	<p>Timely hosted of meetings. Timely attended to meetings and provide effective contributions to meetings.</p> <p>Timely hosted or Buy Tonga Made Committee meetings.</p> <p>Timely communications with government offices, suppliers and international trade offices.</p> <p>Timely hosted of export market missions. Timely communication and negotiations with the markets.</p>

	<p>Controlling</p> <p>Oversee the distributions and usage of the packaging facilities for Agricultural exports.</p> <p>Oversee the distributions of Ministry's producers' inputs (i.e fertilizers and bins)</p> <p>Oversee and monitor contracts and work arrangements with all suppliers and producer companies for promotional materials, exports services and shipping.</p> <p>Oversee and manage the delivery and establishment of Cooperative Development Projects.</p> <p>Oversee and manage exports development works and contracted workers conducted the processing and packing of Ministry's exports containers.</p> <p>Oversee and manage the Divisions resources, equipment and facilities are used for processing of exports containers.</p>	<p>Availability of Agricultural packaging materials for exporting companies at all times.</p> <p>Availability of Inputs to Producers at all times.</p> <p>Timely delivery of contracted works by supplier companies.</p> <p>Timely delivery of Cooperative Development Projects.</p> <p>Timely preparations of Ministry's Exports Containers.</p> <p>Processing and Packing equipment and facilities are well maintained at all time.</p>
	<p>Technical</p> <p>Provide sound advice to the HOD and the CEO on issues related to marketing and exports developments.</p> <p>Provide assistance with development of Cabinet Papers.</p> <p>Develop relevant TORs, Project Agreements and Contracts for Division's works on Exports Developments, Cooperative Works and Business Development Works.</p> <p>Provide assistance with development of JDs and recruitment of staff and workers to the Division.</p>	<p>Timely provision of well-grounded advice to HOD and CEO.</p> <p>Timely submissions of draft Cabinet Papers to HOD and CEO.</p> <p>Timely submissions of draft TOR, Agreements and Contracts to HOD and CEO.</p> <p>Timely submissions of JDs and recruitment plans to HOD.</p>
	Carry out any other duties as may be directed by the Head of Business Development, Investment Support and Trade Division or the CEO	Timeliness and accuracy of carrying out other tasks as directed.
	Reports Directly to:	Head of Business Development and Investment Support Division
6	PERSON SPECIFICATION FOR THIS POST	
	Special Skills:	Good management and organization skills, statistical and analytical prowess, Report writing, Marketing, Interpersonal and leadership skills, Ability to work independently and show initiatives.

	Communication and Language Skills:	Must possess high skills in English and Tongan language, both verbal and written communication, Confident and effective speaker with groups and meetings.
	Personal Attributes:	Must be committed to hard work, Honest, Reliable, Team leader and be able to work as a team, Responsible, Accountable, Professional, Problem solver, Confidence, Quick learner and Reliable.
	Education & Experience:	<ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p><u>Qualifications acceptable for this role must be in Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing or Business from a recognized educational institution.</u></p>
7	CORE COMPETENCIES	
	Core Competency	Standards
	Financial know-how	<input type="checkbox"/> Full compliance with approved operating budget, development budget, staff expenses <input type="checkbox"/> Measures in place to improve cost efficiencies <input type="checkbox"/> Consistent and timely financial reporting <input type="checkbox"/> Adherence to financial and procurement policies <input type="checkbox"/> Strong financial monitoring <input type="checkbox"/> Tools in place for monitoring expenses
	Management know-how	<input type="checkbox"/> Manages resources effectively and efficiently <input type="checkbox"/> Ensures corporate requirements are met individually and as a team, <input type="checkbox"/> Manages staff performance and ensures consistency. <input type="checkbox"/> Conducts fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance. <input type="checkbox"/> Actively schedules time to help staff develop and be the best they can <input type="checkbox"/> Creates an environment which encourages the resolution of performance issues

	Change and Innovation	<input type="checkbox"/> Stays informed and actively contributes to change initiatives <input type="checkbox"/> Looks for ways to demonstrate innovation and initiative in work area <input type="checkbox"/> Anticipates emerging issues and looks for ways to improve work practices. <input type="checkbox"/> Takes a big-picture view of change and models a positive, constructive approach to managing it <input type="checkbox"/> Focuses on benefits and ways of overcoming obstacles
	Interpersonal Skills	<input type="checkbox"/> Actively shares information with appropriate people and checks for understanding where necessary <input type="checkbox"/> Presents clear, courteous and concise oral and
		written communications. <input type="checkbox"/> Engages positively and persuasively with program stakeholders as appropriate. <input type="checkbox"/> Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.
	Integrity / Accountability	<input type="checkbox"/> Seeks to achieve results which are in the best interest of the organisation <input type="checkbox"/> Uses honesty and appropriate disclosure with customers, employees, and management. <input type="checkbox"/> Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. <input type="checkbox"/> Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
	Results Orientation	<input type="checkbox"/> Delivers high quality results on time. <input type="checkbox"/> Overcomes roadblocks/setbacks to deliver results. <input type="checkbox"/> Identifies problems early and takes appropriate action. <input type="checkbox"/> Thinks outside of the box to achieve the best results for an internal/external customer.
	Teamwork and Collaboration	<input type="checkbox"/> Demonstrates ability to get along with others/is respectful of co-workers and promotes teamwork. <input type="checkbox"/> Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. <input type="checkbox"/> Is open with other team members about his/her concerns <input type="checkbox"/> Actively shares information with appropriate people and checks for understanding where required.
	Customer Focus (internal and external)	<input type="checkbox"/> Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; <input type="checkbox"/> Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. <input type="checkbox"/> Treats all clients with respect and cultural awareness

	Self Confidence and Assertiveness	<input type="checkbox"/> Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. <input type="checkbox"/> Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
	Building individual capacity	Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
	Supports the Organizations Enabling Theme, Outputs and Outcomes	Inspires dedication to the organization's shared outputs and values through his/her own visible actions. <input type="checkbox"/> Shows enthusiasm for organizational initiatives, policies and procedures and helps others accept any changes and remain effective. <input type="checkbox"/> Embraces and adapts to changing work environment
	Judgment	Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary.
		<input type="checkbox"/> Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss
	Promotion of equity and equality	Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences. <input type="checkbox"/> Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Island cultures.
	Management/Supervision (where applicable)	Manages resources effectively and efficiently, ensures effective and improved staff performance
	Leadership (where applicable)	<input type="checkbox"/> Develops and communicates vision and translates these into clear objectives. <input type="checkbox"/> Builds and sustains a motivated team <input type="checkbox"/> Leads by example <input type="checkbox"/> Inspires a shared commitment <input type="checkbox"/> Articulates a clear vision for the future <input type="checkbox"/> Considers the 'big picture' and longer-term imperatives <input type="checkbox"/> Empowers others to take responsibility through a deep sense of commitment and ownership