

Ministry:	Ministry of Trade & Economic Development
Division:	Labour Division
Location:	Latai Estate, Fasi moe Afi, Nuku'alofa, Tonga
Job Title:	Principal Labour Officer
Position Number:	2
Reports to:	Deputy CEO, Labour Division
Band:	I
Salary:	(\$34,342 - \$51,511)
Job Purpose	<p>Ministry Profile Statement: The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthen partnership with all stakeholders to effectively and efficiently deliver our services to fostering a conducive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation.</p> <p>Job Purpose: This post is second in authority to the HOD and shall be responsible for managing the Labour Information and Policy Unit, especially in ensuring the high-quality implementation of the Annual Management Plan through approved Quarterly Action Plans.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> ♦ Lead and manage the Labour Information and Policy Unit to support the achievement of the divisional work outputs. ♦ Contribute to management of work performance issues, employees' performance reviews, and employees' motivation. ♦ Lead the Labour Information and Policy Unit's planning processes for the Annual Management Plan and contribute to the Corporate Plan and Budget process. ♦ Oversee the collection of labour statistical data, including: <ul style="list-style-type: none"> - Identify reached labour issue/problem, - Develop survey proposal, - Engage development partners to fund surveys where it is sectoral, - Develop survey questionnaire, - Lead the training of enumerators, - Lead the implementation of field surveys, - Monitor and oversight of data input – Employment data (Job Seekers, Vacancies, Foreign Employment Visa, etc) and - Data analysis and reporting to HOD. ♦ Provide evidence to support policy recommendations on labour issues. ♦ Research and analyse national labour statistics collected through the Tonga Statistics Department. ♦ Categorize and update national labour statistics in the Key Indicators of the Labour Market (KILM). ♦ Lead the implementation of the National Apprenticeship Program (NAP). ♦ Develop a register system for collecting information required under ratified ILO Convention(s). ♦ Proactively establish and maintain effective working relationships with internal and external stakeholders. ♦ Perform other duties as assigned by the Head of Division.

Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ♦ Leadership and management skills and an ability to motivate team to achieve work targets. ♦ Very good statistical and analytical skills. ♦ People-oriented and has high problem-solving skills. ♦ An ability to communicate effectively with different types of stakeholders. ♦ Very professional and can develop and present quality work to senior management. ♦ Highly motivated and can work independently but team focused. ♦ High-level computer literacy in Microsoft applications. ♦ Very well versed with the latest version of Key Indicators of the Labour Market (KILM) and its application. ♦ Fluent in both Tongan and English. <p>Desirable:</p> <ul style="list-style-type: none"> ♦ Good knowledge of the PSC Policy Instructions and Public Service Financial Management Instruction. ♦ Well versed with the Employment Relations Act 2020 (pending enactment).
Qualifications and Experience	<p>Mandatory:</p> <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; or ♦ Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant work experience; or ♦ Bachelor's degree with at least 4 years' experience in similar role or at least 6 years relevant working experience. <p>Qualifications acceptable for this role must be in at least one of these fields – Economics, Commerce, Labour Relations, Industrial Relations, Human Resource Management, Public Policy, Tourism, Trade, Business Management, from a recognized university.</p> <ul style="list-style-type: none"> ♦ Experience in leadership role. ♦ Experience in work planning, labour relations and social dialogue.
Authorised by (sign and date)	
Deputy Secretary / HOD	<p>Name: Kolotia Fotu</p> <p>Signature & Date:</p>
CEO	<p>Name: Distaquaine Tu'ihalamaka</p> <p>Signature & Date:</p>
Employee	<p>Name:</p> <p>Signature & Date:</p>

