

Ministry:	Trade and Economic Development
Division:	Corporate Services Division
Location:	Fasi mo e Afi, Nuku'alofa
Job Title:	Deputy CEO
Position Number:	Tongatapu
Reports to:	Chief Executive Officer
Band:	G
Salary:	(\$42,926 - \$64,389)
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: •To lead and manage the Corporate Services Division to achieve its intended outcomes as well as deliver efficient and effective services in the areas of; finance, human resources management and development, administration, property and facilities; IT, procurement; as well as planning and performance management.</p> <p>•A key position in the MTED management team. It is a hands-on role, which is critical to the effective functioning of the Ministry and has day to day oversight of all aspects of corporate governance and management.</p> <p>•Ensure robust integrated management frameworks are operating effectively throughout the organization to enable achievement of MTED financial year work program and budgets.</p>
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> ○ Translate Organization vision and strategic direction into action ○ Communicate organization Vision, Mission, Outcomes and Outputs within the Division ○ Align Division Outputs and Activities to organization Outputs and Outcomes ○ Establish clear targets and measures to track progress towards Division objectives ○ Share Division performance management information and encourage dialogue and analysis ○ Manage and Monitor division budget allocated <p>Organising</p>

- Organizes staff and resources in the division to make the structure compatible with the division's strategic plan.
- Develops and implements appropriate work methods, systems and processes for achieving division outputs

Leading

- Promotes cooperation within Division and other Divisions / Stakeholders
- Delegate tasks within the Division when requires.
- Empower employees to take risks, supports them when things go wrong and encourages them to learn from setbacks and failures
- Coaches' employee to achieve goals and set tasks

Controlling

- Holds self and others accountable for measurable high-quality, timely and cost-effective results.
- Uses innovative methods and technologies to get things done.
- Stay informed about employees' progress and performance
- Deals promptly with performance problems
- Report to relevant authorities on Division progress

Technical

- Effective Policy and technical advice
- Contribute to the MCCTIL Office Executive team.
- Providing policy advice to CEO, MTED Executive Team, OICs and staff on matters regarding the areas of technical responsibilities including Financial, Human Resource Management and Administration.

Human Resource Management

- To lead the development and implementation of key human resource functions such as job evaluation and classification, employment relations, performance management, remuneration, training and development, recruitment and selection, equal employment opportunity and health and safety undertaken.
- To ensure all policies and procedures are compliant, understood and implemented by staff.
- To advice and support staff in all issues relating to HR and provide effective feedback on staff performance provided on a regular basis and action taken accordingly.
- To ensure Skills and knowledge gaps are identified and addressed. Support the organization with advice and appropriate training in human resources, finance and other corporate service areas as appropriate.

Effective management and oversight of all financial functions

- To ensure MTED financial procedures are efficient, meet donor requirements, understood and implemented across the organization.
- Construct the appropriate financial management systems, procedures and developed internal Budget controls for the MTED.
- To ensure the Finance Section produce budgets, accounts and financial analysis as required.
- Effective management and oversight of all financial functions
- To ensure MTED financial procedures are efficient, meet donor requirements, understood and implemented across the organization.
- Construct the appropriate financial management systems, procedures and developed internal Budget controls for the MTED.
- To ensure the Finance Section produce budgets, accounts and financial analysis as required.
- To undertake ad hoc financial analysis from time to time, to assist the Executive in evaluation potential for cost efficiencies.
- To ensure timely submission of all financial reporting.

Effective management and oversight of Administration, property, facilities and contracts

- Negotiate the contractual works (e.g. Rent, renovation etc.) and ensuring that facilities are fit for purpose.
- Management of supplier service contracts (e.g. security, equipment and building maintenance) to ensure efficient services and cost-effective delivery.
- Participate during evaluation of any procurement proposal and to ensure it's efficiently and compliance with procurement regulations and procedures.
- To keep a proper record and oversight of all contracts, including funding contracts with other agencies.
- To ensure all contracts meet legal and financial requirements.

Effectively contribute to the strategic and operational development of MTED as part of Executive Team.

- To participate in and represent MTED at relevant meetings and events.
- To cultivate and maintain good relations with donors and partner organizations.
- To support the CEO in ensuring that staff and members are well informed and up to date on developments affecting corporate services including legislation and best practice.

	<ul style="list-style-type: none"> ○ To work closely with the IT head of section to ensure that office IT hardware and systems, including HR, Finance and document management are fit for purpose. ○ To promote MTED values and ethos at all times. ○ To maintain a positive, appropriate and professional relationship with all staff and partners. <p>And carry out any other duties as allocated by the Chief Executive Officer.</p>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> (i) Must possess very high skills in the Tongan and English language, both verbal and written communication. Confident speaker with groups and meetings. (ii) High research, reporting and presentation skills. (iii) Computer literate in both Word and Excel programs. <p>Desirable:</p> <ul style="list-style-type: none"> (i) Exercise sound judgment, strong improvement orientation, interpersonal skills, a team leader, able to establish rapport with wide range of people, handles pressure well, must be honest, committed, reliable and professional.
Qualifications and Experience	<ul style="list-style-type: none"> · PHD with at least one-year relevant working experience · Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience · Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience · Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience <p><u>Qualifications acceptable for this role must be in <u>Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Law, Finance, Investment or Labour</u> from a recognised educational institution.</u></p>