

Ministry:	<b>Trade and Economic Development</b>
Division:	<b>Corporate Service Division</b>
Location:	<b>Vava'u</b>
Job Title:	<b>Assistant Secretary/ Officer in Charge</b>
Position Number:	
Reports to:	<b>Head of Division (Tongatapu)</b>
Band:	<b>L</b>
Salary:	<b>\$22,133 - \$33,194</b>
Job Purpose	<p><b>Ministry Profile Statement:</b> 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 conductive business environment, nurturing •entrepreneurship, and strengthening global partnership for the sustainable development of our nation..</p> <p><b>Job Purpose:</b> The purpose of this role is to oversee the overall operations of the MTED Vava'u Office, including the effective management of its administrative and financial functions, and to ensure compliance with relevant Government, PSC, and Ministry policies and procedures. As the most senior officer in Vava'u, the position also provides on-the-ground support and representation for the Ministry's Business Support, Consumer Affairs and Fair Protection, and Business Registry and Intellectual Property division.</p>

<b>Accountabilities Outcomes</b>	<p>Oversee the overall operations of the MTED Vava'u Office, ensuring effective delivery of MTED services and a well-coordinated work environment.</p> <ul style="list-style-type: none"> <li>• Manage the administrative functions of the office, including correspondence, records management, logistics, office assets, and general office support.</li> <li>• Oversee the financial operations of the Vava'u Office, including preparation and monitoring of the office budget, verification of payments, petty cash, and proper acquittal of funds in line with Government and MT ED financial policies and procedures.</li> <li>• Ensure compliance of the Vava'u Office with relevant Government, PSC, MTED policies, the Public Service Act and Regulations, and any applicable Codes of Conduct.</li> <li>• Provide on-the-ground support and coordination for the work of the Business Support, Consumer Protection, and Business Registry divisions in Vava'u, including outreach, stakeholder engagement, and basic advisory services as required.</li> </ul> <p>Supervise and support staff of the MT ED Vava'u Office, including allocation of duties, monitoring of performance, attendance and discipline, and provision of coaching and guidance.</p> <p>Coordinate preparation and submission of periodic reports (administrative, financial, and activity reports) from the Vava'u Office to the relevant Heads of Division and the CEO.</p> <p>Liaise with local stakeholders in Vava'u (government agencies, private sector, communities and development partners) on</p>
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	<p>matters relevant to M TED's mandate, ensuring issues are escalated and addressed through the appropriate divisions.</p> <p>Assist relevant Heads of Division in organizing missions, consultations, trainings and public awareness activities conducted by MTED in Vava'u, including logistical and administrative support.</p> <p>Carry out any other duties assigned by the CEO and/or relevant Heads of Division to support the effective functioning of the MTED Vava'u Office.</p>
<b>Person Specification</b>	
Skills and Abilities	<p><b>Mandatory:</b></p> <p>Computer Literacy (word, excel) ability to work independently and exercise sound judgement and discretion, good communication skills, interpersonal skills, analytical skills.</p> <p>Fluent both in Tongan and English (oral and written)</p> <p><b>Desirable:</b></p> <p>Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confident and organized</p> <p>Think outside of the box to achieve the best result for an internal/external customer.</p>
Qualifications and Experience	<p><b>Mandatory:</b></p> <p>Bachelor's degree with no working experience</p> <p>Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</p> <p><b><u>Qualification acceptable for this role must be in Human Resource Management, Public Administration, Management, Industrial Relations, Economics, Accounting, Commerce, Public Policy, Arts, Employment Relations, Information Technology, Statistics, Training or Law from a recognized educational institution.</u></b></p>

