

<b>Ministry:</b>	Trade and Economic Development
<b>Division:</b>	Labour
<b>Location:</b>	Fasi mo e Afi, Nuku'alofa (HQ- Tongatapu)
<b>Job Title:</b>	Assistant Secretary
<b>Position Number:</b>	7
<b>Reports to:</b>	Deputy CEO
<b>Band:</b>	L
<b>Salary:</b>	22,133 – 33,194
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Trade and Economic Development leads the promotion of private sector growth and development through a strong commitment to partnership with all relevant stakeholders. The Ministry works to effectively and efficiently deliver services that foster a conducive business environment, nurture entrepreneurship, and strengthen partnerships for the sustainable development of Tonga.</p> <p><b>Job Purpose:</b> The position is responsible for researching and analysing labour standards issues, preparing submissions for the ratification of appropriate International Labour Organization (ILO) Conventions for Tonga, and liaising with the ILO. The role also involves coordinating stakeholder consultations on obligations under the international labour standards agenda.</p>
<b>Accountabilities / Outcomes</b>	<p><i>Planning</i></p> <ul style="list-style-type: none"> <li>• Develop survey plans for collecting of labour standards data for Tonga.</li> <li>• Compile stakeholder groups' plans and align priority activities.</li> </ul> <p><i>Organizing</i></p> <ul style="list-style-type: none"> <li>• Organize trainings on ILO Conventions in consultation with HOD and stakeholders' groups.</li> <li>• Coordinate the collection of labour data from stakeholder groups.</li> <li>• Organize technical meetings of the HOD and visiting ILO consultants to Tonga.</li> </ul> <p><i>Leading</i></p> <ul style="list-style-type: none"> <li>• Supervise logistical arrangements of ILO meetings and events.</li> <li>• Supervise the implementation of labour standards survey.</li> </ul> <p><i>Controlling</i></p> <ul style="list-style-type: none"> <li>• Monitor the collection of data from stakeholders and ensure relevant, quality data is collected.</li> <li>• Ensure implementation of labour standards projects are within allocated budget.</li> </ul> <p><i>Technical</i></p> <ul style="list-style-type: none"> <li>• Secretariat to the tripartite constituent meetings.</li> <li>• Facilitate consultations with stakeholder groups on ILO Conventions.</li> <li>• Disseminate information update on labour standards to stakeholders.</li> <li>• Conduct research on labour standard issues in Tonga.</li> <li>• Submit labour standards report from survey.</li> <li>• Draft option papers for developing Tonga's labour standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Propose strategies to promote labour standards in Tonga.</li> <li>• Propose initiatives to establish industry-standards for services in Tonga.</li> </ul> <p><i>Other Duties</i></p> <ul style="list-style-type: none"> <li>• Maintain good work relations with relevant stakeholders at all times</li> <li>• Perform any other duties relevant to the Ministry's core mandates that the HOD or the CEO may require from time to time.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good research and analysis skills.</li> <li>• Computer literate and well versed with Microsoft word and Excel software programs.</li> <li>• High interpersonal skills.</li> <li>• Very good organization skills.</li> <li>• Fluent in both oral and written Tonga and English.</li> <li>• Confident speaker in groups.</li> <li>• Very good presentation and report writing skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Professional approach to work.</li> <li>• Self-motivate and ability to work independently and as part of a team.</li> <li>• Reliable and hardworking.</li> <li>• Task/Output oriented.</li> </ul>
<b>Qualifications and 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>Qualifications acceptable for this role must be in Economics, Commerce, Human Resources, Industrial Relations, Social Development, or Business Studies from a recognised educational institution.</p>