

<b>Ministry:</b>	<b>Trade and Economic Development</b>
<b>Division:</b>	<b>Consumer Protection &amp; Fair-Trade</b>
<b>Location:</b>	<b>Tongatapu</b>
<b>Job Title:</b>	<b>Assistant Senior Price Control Officer</b>
<b>Position Number:</b>	
<b>Reports to:</b>	<b>Head of Division</b>
<b>Band:</b>	<b>L</b>
<b>Salary:</b>	<b>\$22,133 - \$33,194</b>
<b>Job Purpose</b>	<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 Price Control Officer is responsible for the coordination and implementation of the Petroleum and LPG monthly and quarterly review, coordination of market surveys and analysis of quality data to facilitate policy papers with recommendation to the Competent Authority. This position shall also be responsible for the organization and facilitation of Competent Authority meetings and administration matters.</p>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Development and implementation of the approved schedule for the release of the maximum pricing of regulated goods (Petroleum &amp; LPG) under the Competent Authority</li> <li>• Develop research plans and consultations on issues relating to Petroleum and LPG and other regulated goods and services as directed by TCA</li> </ul> <p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>i) co-ordinate the collection of monthly and quarterly data with Stakeholders (suppliers and Petroleum Advisor)</li> <li>ii) Development of Price Control Database of the monthly petroleum and quarterly LPG prices components, annual price template decisions and components</li> <li>iii) Organize meeting paper or circulation papers for the TCA Members' endorsement, petroleum and LPG reviews, public consultations and communication to the media.</li> <li>iv) Development and regular update of the Petroleum and LPG pricing Database</li> <li>v) Coordination special taskforce with relevant stakeholders for the annual inspections of terminals and service stations (both petroleum and LPG)</li> </ul>

	<p>vi) Organize logistics for implementation of TCA meetings/program</p> <p>vii) Coordination of survey programs (including outer islands) related to the annual petroleum and LPG price review</p> <p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>i) Ensure accuracy of monthly submissions data/information provided by Suppliers and Petroleum advisor on the Petroleum and LPG monthly and quarterly price review</li> <li>ii) Ensure implementation of monthly and quarterly price review is within allocated budget</li> <li>iii) Review accuracy of updated prices of other regulated goods and services on the template</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>i) Review petroleum suppliers' monthly submission against approved pricing template for Petroleum and LPG</li> <li>ii) Responsible for the verification on business enquiries related to the pricing of regulated goods. (Petroleum, LPG and other regulated goods)</li> <li>iii) Assist Senior Price Control Officer in the review of suppliers' audited financials for the Petroleum and LPG annual price review with necessary recommendations to the Competent Authority</li> <li>iv) Regularly consult with key stakeholders on any issues arises pertaining the pricing of Petroleum &amp; LPG, compile stakeholders' comments, and make recommendations to address the issues</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>(i) Maintain good work relations with relevant stakeholders at all times.</li> <li>(ii) Perform any other duties relevant to the Ministries core mandates that the Head of Division or the CEO may require from time to time</li> </ul>
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#### Person Specification

<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>i) Good research and analysis skills</li> <li>ii) Computer literate and well versed with Microsoft and excel software programs.</li> <li>iii) High interpersonal skills</li> <li>iv) Very Good organizational skills</li> <li>v) Fluent in both oral and written Tonga and English</li> <li>vi) Confident speaker in groups</li> <li>vii) Very good presentation and report writing skills</li> </ul>
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	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Professional approach to work</li> <li>• Self-motivated and ability to work independently and as part of a team</li> <li>• Reliable and hardworking</li> <li>• Task/output oriented</li> </ul>
<p><b>Qualifications and Experience</b></p>	<p><b>Mandatory:</b></p> <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><b>Qualifications acceptable for this role must be in Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts from a recognized educational institution.</b></p>