

JOB DESCRIPTION	
Ministry	Ministry of Trade and Economic Development
Division	Leadership, Planning and Policy
Location	Nuku'alofa (Tt)
Position	Senior Policy Analyst
Position Number	4
Reports to	Deputy CEO
Band	J
Salary	\$30,526 \$45,788
Job Purpose	<p>The Ministry of Trade & Economic Development is responsible for developing, formulating and implementing policies and strategies relating to trade, investment, businesses, intellectual property, labour standards, and consumer protection, to facilitate economic growth in Tonga</p> <p>The Senior Policy Analyst provides oversight of the Policy and Planning Unit within the newly established Leadership, Policy & Planning Division. The role ensures the effective development, coordination, and monitoring of the Ministry's key planning and reporting instruments—including the Corporate Plan, Annual Management Plans, Annual Report, and Monitoring & Evaluation (M&E) requirements. The position also supports organizational capacity building through training and development initiatives aligned with Ministry priorities.</p>
Accountabilities	<ul style="list-style-type: none"> • Coordinate and develop the Ministry's Corporate Plan, ensuring alignment with national development priorities and Ministry strategic objectives. • Oversee the preparation of the Ministry's Annual Report, ensuring accuracy, completeness, and compliance with Government reporting requirements. • Develop and manage the Unit's Annual Management Plan and contribute to the Division's plans. Provide high-quality policy analysis, including drafting and reviewing policy papers, Cabinet submissions, briefs, and presentations. • Lead the Ministry's Monitoring & Evaluation framework, including data collection, progress tracking, and performance analysis across divisions. • Prepare regular performance reports for the Ministry's leadership, highlighting achievements, gaps, risks, and recommendations. • Coordinate stakeholder consultations for policy development and planning exercises. • Oversee research and statistical analysis to support evidence-based policy formulation and planning. • Identify capacity-building needs within the Ministry and develop training and development proposals to support effective implementation of policies, systems, and planning processes. • Support implementation of staff training programs, including monitoring uptake and evaluating effectiveness. • Maintain strong working relationships with internal divisions, other government agencies, and external stakeholders. <p>Perform other duties and assist with special projects as assigned.</p>
Person Specification	

Knowledge Skills, and Abilities	Mandatory: <ul style="list-style-type: none"> Demonstrated skills in data analysis and reporting.
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	<ul style="list-style-type: none"> Excellent writing skills with the ability to write comprehensive but easy to understand reports High attention to detail and accuracy Excellent communications skills in both Tongan and English language Good public speaking skills and can easily interact with people from differing cultures and backgrounds. Demonstrated ability to work proactively both independently and as part of a cohesive team. Maintaining strong professional partnerships with stakeholders Strong organization and administrative skills. Ability to multitask in high pressure work environment Ability to exercise sound judgment and discretion Desirable: Economic analytical skills Some knowledge of statistical research and analysis Ability to rapidly acquire knowledge of the government's national plan the Ministry's Corporate Plan, work programs, policies and procedures. Ability to rapidly acquire knowledge of the Ministry's current legislations and mandates Highly committed to diligence and excellence, loyal, have sound judgment, ability to solve complex issues, high interpersonal skills, a team player and team builder, handles reassurance well, dedicated, honest, reliable, respectful and professional.
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Qualifications and Experience	<ul style="list-style-type: none"> • Master's Degree with no working experience • Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years' relevant working experience • Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience <p><u>Qualifications acceptable for this role must be in Commerce, Economics, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing, Business, Information Technology or Arts from a recognized educational institution.</u></p>
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