

Ministry:	Trade and Economic Development
Division:	Corporate Services
Location:	Tongatapu
Job Title:	Principal Assistant Secretary
Position Number:	
Reports to:	Head of Division
Band:	I
Salary:	\$34,342 - \$51,511
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: Responsible for the management of the Human Resource Unit and the development and implementation of the Performance Management System (PMS), Recruitment, Training & Capacity Building, Human Resource Management and the Procurement of Goods & Services. The position is second in authority to the HOD hence assistance to oversee and manage implementation of other activities of the division is expected.</p>
Accountabilities / Outcomes	<p>Planning:</p> <ul style="list-style-type: none"> Propose activities of the Human Resource Unit on the Financial Year Management Plan (FYMP in coordination with HOD Develop the PMS Internal Implementation Plan Develop the FY Recruitment Plan Propose Training & Capacity Building Plan for approval Consolidate line divisions Procurement plan in to the Annual Procurement Plan <p>Organizing:</p> <ul style="list-style-type: none"> Draw and update the Ministry's Organizational Structure <p>Leading:</p> <ul style="list-style-type: none"> i) Lead the implementation of the Unit's key areas of responsibilities ii) Supervise the HR unit staff and Conduct meetings to raise concern and seek resolution on arising issues iii) Encourage and motivate staff on their performance iv) Develop tools to assist with HR unit <p>Controlling:</p> <ul style="list-style-type: none"> i) Monitor the developed Plans of the unit ii) Evaluate and follow on activities to meet deadlines iii) Attend and address staff issues promptly iv) Report and update to HOD on areas of responsibility <p>Technical:</p>

(1) Performance Management System

- i)- Assist HOD with revising the CSD staff JDs
- ii)- Prepare Performance Development Plans (PDP)
- iii)- Prepare Performance Improvement Plans (PIP) for low performers
- iv)- Conduct Internal PMS related Trainings
- v)- Develop status report from PMS quarterly activities
- vi)- Lead and Manage the Implementation of the PMS Mid-Year and End of Financial Year Review
- vii)- Attend PMS sub-committee meetings and update HODs and CEO on PMS requirements
- viii)- Responsible for all PMS correspondences in administering Quality Checks and other PMS activities

Technical:

(2) Training & Capacity Building

- (i)- Conduct new employee Orientation to foster positive attitude towards organizational objectives
- (ii)- Identify Training needs from PMS and TNA and incorporate to Training Plan
- (iii)- Conduct Internal Generic Trainings to Staff on HR related matters and Policy Updates
- (iv)- Identify, develop and manage training/attachment opportunities currently offered by donor partners for the potential staff of the Ministry
- (v)- Update and maintain Training database for all trainings
- (vi)- Provide quarterly report to the CEO on the status of the Ministry attendance at Trainings conducted

(3) Human Resource Management

- i) Contribute to the Annual Review of the Ministry's Internal Policy
- ii) Administer the Annual Leave Plan and ensure compliance of staff to leave policy including the issuance of disciplinary memos when required
- iii) Ensure that all employees understand the office's goal and objectives, and their respective job description
- iv) Provide policy advice to Executives immediate focus on: PSC Acts and Instructions and the Procurement Regulations
- v) Staff grievance and disputes are dealt with in a systematic, professional and fair manner.
- vi) Oversee and Manage the Staff Recruitment Process
- vii) Develop and embed a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery
- viii) Represent the Ministry in the interview selection panel

Technical:

(4) Procurement of Goods & Services

	<p>i) Administer and manage the implementation of the Annual Procurement Plan</p> <p>ii) Ensure compliance of the Ministry with the Procurement Regulations</p> <p>Other duties</p> <p>Carry out any other duties as may be directed by the CEO.</p> <p>To maintain confidentiality over personal information relating to Organization staff and volunteers</p>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Computer literate, analytical, organization, leadership and interpersonal skills with very strong HR and management skills. Must have very good writing skills (English and Tongan). • Fluent in both English & Tongan languages, both verbal and written communication <p>Desirable:</p> <ul style="list-style-type: none"> • Committed to hard work, honest, reliable, team worker/leader, accountable, problem solver, and confidence, organized and professional.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 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, Public Policy, Law, Finance, Investment, Labour, Marketing or Business</u> from a recognised educational institution.</u></p>