

JOB DESCRIPTION	
Ministry	Trade and Economic Development
Division	Business Support
Location	Tongatapu
Position	Assistant Packhouse Officer
Position Number	
Reports to	Head of Division
Band	O
Salary	(\$11,449 - \$17,171)
Job Purpose	Responsible for assisting the management in all operational aspects of the packhouse including quality, productivity, health and safety, compliance, staffing and maintenance.
Accountabilities	<ol style="list-style-type: none"> 1. Provide care taking services for the Lapaha Packhouse and its facilities. 2. Assist with assembling, maintenance and storage of export packing materials. 3. Assist with recording and storage of products / produce at the Packhouse 4. Organize and monitor schedules for utilization of Packhouse 5. Supervise the usage of Packhouse 6. Provide assistance for MTED Export works in the Packhouse 7. Provide assistance with implementing measures are required to be compiled with the international standard. 8. Carry out any other duties as may be directed by the Head of Business Support Division or CEO.
Person Specification	
Knowledge Skills, and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Excellent communication skills in both Tongan and English • Excellent writing skills with the ability to write comprehensive but easy to understand reports. • Strong organization and administrative skills • Ability to multitask in high pressure work environment • Excellent working knowledge of using basic computer programs such as Microsoft Word • Demonstrated skills in data analysis and reporting <p>Desirable:</p> <ul style="list-style-type: none"> • Must have a strong track record of working independently and in diverse team. • Excellent in problem solving • Sound judgement skills to make good decisions in high stress situations • Excellent conflict resolution.
Qualifications and Experience	<ul style="list-style-type: none"> • Certificate level 4 + 1 years' <u>work experience</u> • Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u>

	<ul style="list-style-type: none">• Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience• Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
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