

Ministry:	Trade and Economic Development
Division:	Corporate Service Division
Location:	Tongatapu
Job Title:	Assistant Secretary
Position Number:	
Reports to:	Head of Division
Band:	L
Salary:	\$22,133 - \$33,194
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: The purpose of this role is to manage and record the Ministry's staff entitlements and enforcement of compliance to PSC policies and regulations. The role is expected to assist in the recruitment process, procurement of goods and services and PMS activities in accordance with the Ministry's HR and PMS traffic lights.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Responsible for establishment matters relating to staff leaves, overtime, acting appointments, recruitment and attendance • Monitor of staff compliance with Code of Ethics and Conduct and Public Service Act and Regulations. • Develop and monitor of resolution system for staff grievances. • Assist the Head of Division with coordination of the Ministry's (staff) training needs. • Responsible for implementing the MTED Recruitment Plans as approved by the CEO. <ul style="list-style-type: none"> -Compile the JDs for vacancies for advertisement -Liaise with the office of the PSC on endorsement of vacancies, JDs for endorsement and subsequently the panel for interview of posts. -Responsible for circulation of advertisements as written by the HOD of LCSD and compiling letters of applications. -Through the HOD of LCSD, update the HODs on recruitment timelines and developments. -Prepare biodata of candidates, and other recruitment papers for the panel. -Coordinate the panel's shortlisting and interview meetings. • Assist the HOD of LCSD proactively seeking/coordinating and facilitating trainings and development activities and programs that fits in with the MTED Training and Development Plans. • Carry out any other duties assigned by the Head of LCSD and/or the CEO.
Person Specification	

<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Computer Literacy (word, excel) ability to work independently and exercise sound judgement and discretion, good communication skills, interpersonal skills, analytical skills. • Fluent both in Tongan and English (oral and written) <p>Desirable:</p> <ul style="list-style-type: none"> • Committed to hard work, honest, reliable, be able to work as a team, responsible, accountable, problem solver, confident and organized <p>Think outside of the box to achieve the best result for an internal/external customer.</p>
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p><u>Qualification acceptable for this role must be <u>Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts</u> from a recognised educational institution.</u></p>