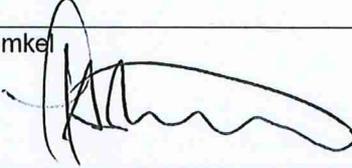
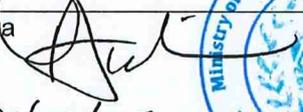


Ministry:	Trade and Economic Development
Division:	Corporate Services
Location:	Tongatapu
Job Title:	Administrative Support Officer
Position Number:	
Reports to:	Principal Assistant Secretary & HOD of CSD
Band:	P
Salary:	(\$10,494 - \$15,740)
Job Purpose	<p>Ministry Profile Statement: The Ministry of Trade and Economic Development is the leader in enabling private sector growth and development through commitment to strengthened 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 assisting the facilitation of the Human Resource matters including recruitment process, staff entitlements and the filing systems. The position is also responsible for maintaining and update of Personal Files and Subject Topic Files filing system and record inwards and outwards correspondences.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Devising and maintaining Ministry's office systems, including data management and filing. Responsible for organizing the Ministry's master filing system and developing accessibility codes (both hard copy and e-copies) • Screening phone calls, enquires and requests. Dealing with incoming emails, faxes and post, often corresponding on behalf of the CEO • Preparing documents, briefing papers, reports, agendas for the HOD if required; • Responsible for proper recording of outwards from CEO's office and ensure smooth tracking of correspondences flowing in and out of the Corporate Services Division ensuring accuracy, confidential and timeliness. • Often act as the Ministry's first point of contact with people from both inside and outside the organization. Liaising with internal and external stakeholders including clients, suppliers and the public.

	<ul style="list-style-type: none">• Assist with the implementation of the MTED Recruitment Plan as approved by CEO. Assist in reinforcing staff entitlements (leave, allowances, acting and overtime) in accordance with legal framework, HR policies and Treasury instructions.• Provide logistics with conducting new employee orientation to foster positive attitude toward organizational objective. Ensure compliance requirements for training and capacity building programs- both local and international. Maintain training records and contribute to assisting in designing of succession planning initiatives.• Carry out any other duties as may be directed by the Head of Corporate Services Division or the CEO.
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Skills and Abilities	<p>Mandatory: Effective communication skills, fluent both in Tongan and English (oral and written)</p> <p>Excellent working knowledge of Microsoft programs, organizational and management skills, good writing skills and analytical skills.</p> <p>Desirable: Committed to hard work, honest, reliable, team work, responsible, accountable, problem solver and confidence, organized and professional.</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 years' work experience <p>Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Fielea Schaumkel</p> <p>Signature & Date: </p>
Deputy CEO / HOD	<p>Name: Charles Lavemaau</p> <p>Signature & Date: </p>
CEO	<p>Name: Distaquaine Tu'ihalamaka</p> <p>Signature & Date:  01/05/25</p>
Employee	<p>Name:</p> <p>Signature & Date:</p>

