Ministry:	**Trade and Economic Development**
Division:	**Corporate Services Division**
Location:	**Tongatapu**
Job Title:	**Senior Administration and Human Resource Officer**
Position Number:	
Reports to:	**Head of Division**
Band:	**K**
Salary:	**$26,710 - $40,064**
Job Purpose	**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 conductive business environment, nurturing entrepreneurship, and strengthening global partnership for the sustainable development of our nation. **Job Purpose:** Responsible for the daily operation of the HR Unit, and for HR policy advice to staff, HOD and the executive management team. This position leads the implementation of the Recruitment Plans; facilitate PMS process and Trainings & Development Plan within the Ministry. A critical role of the position is to assist Head of Division in provision of advice to senior management on managing work relations with staff.
Accountabilities / Outcomes	**Planning** • Develop and submit the Ministry's Annual Leave Plan. • Develop the recruitment plans for the Ministry in consultation with HODs **Organising** • Responsible for distributing and organizing the Ministry's leave balances of staffs with HODs. • Responsible with allocation of office space for staff of the Unit. • Coordinate and facilitate recruitment interviews con-ducted in the Ministry **Leading** • Lead the implementation of workshops and conduct in-house briefings for staff on HR issues. • Supervise the up gradation and maintenance of the master filing system. **Technical** **Staffing & Recruitment** • Responsible for implementing the MTED Recruitment Plans as approved by the CEO. • - Compile the JDs for vacancies for advertisement.

	• - Liaise with the office of the PSC on endorsement of vacancies, JDs for advertisement, and subsequently the panel for the interview of posts.
	• - Responsible for circulation of advertisements as written by the HOD of CSD, and compiling letters of applications.
	• - Through the HOD of CSD, 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.
	Human Resource Management
	• 1. Responsible for the records, updates and advising of staff leave
	• 2. Responsible for correspondences regarding staff acting appointments
	• 3. Responsible for the implementation of the Annual Leave plan and ensure compliance of staff to leave policy including the issuance of disciplinary memos when required
	Performance Management System
	• Facilitate refresher PMS trainings to HODs and divisions including outer islands staffs
	• Develop PMS plans and outer island PMS visit within an assessment period
	• Assist with revising of relevant Job Descriptions in the beginning of every Financial Year with regarding to staffs' core functions
	• Provide PMS Train the Trainer trainings for HODs with regards to required schedules from PSC Office
	• Inputting of revised job descriptions into PMS Forms and distributing PMS Forms to all HODs for completion of assessment
	Assist the HOD with facilitating of trainings both locally and overseas
	Assist HOD with facilitating In-House trainings and workshop
	Assist the HOD with conducting new employee orientation to foster positive attitude toward organizational objectives
	And carry out any other duties as may be directed by the HOD or the CEO within the core mandates of the CSO and priorities of the Ministry
Person Specification	
Skills and Abilities	**Mandatory:** • Computer literate, analytical, organization, leader-ship 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 **Desirable:** • Committed to hard work, honest, reliable, team worker/leader, accountable, problem solver, and confidence, organized and professional
Qualifications and Experience	**Mandatory:** Post Graduate Diploma with no working experience Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years relevant working experience Diploma Certificate with at least 3 years' experience in a similar role or at least 8 years' relevant working experience **Qualifications acceptable for this role must be in Political Science, Public Administration, Business Administration, Management, Information Technology, Computer Science, Public Policy, Social Sciences, Human Resource Management, Education, Labour, Employment, Commerce, Economic Development, Social Development, Business, Training, or Arts from a recognised educational institution.**
Authorised by (sign and date)	
Deputy CEO / HOD	Name: **Fielea Schaumkel** Signature & Date:
CEO	Name: **Distaquaine Tu'ihalamaka** Signature & Date: 15/02/25
Employee	Name: **Vacant** Signature & Date: