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| Ministry: | Trade and Economic Development |
| Division: | Trade Negotiation and Facilitation |
| Location: | Tongatapu |
| Job Title: | Senior Policy Analyst |
| Position Number: | |
| Reports to: | Head of Division |
| Band: | J |
| Salary: | \$30,526 - \$45,788 |
| 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 Senior Policy Analyst- Local Business Development Policy Formulation, is responsible for under-taking policy research and analysis to promote an enabling business environment that is conducive to inclusive, sustainable and resilient economic growth, and to provide targeted support to promote entrepreneurship and build the productive capacity of local businesses. The Senior Policy Analyst also assists the Principal Policy Analyst in the management of the Policy Formulation and local business development policy formulation processes.</p> |
| Accountabilities / Outcomes | <p>Planning</p> <ul style="list-style-type: none"> • i)- Collaborate with the Business Registry division of the Ministry to determine activities to be included in the FYMP of the Policy Division. • ii)- Collaborate with the IP division of the Ministry to determine activities to be included in the FYMP of the Policy Division • iii)- Collaborate with the Local Business & Entrepreneurship Development Support Division of the Ministry to determine activities to be included in the FYMP of the Division. • iv)- Draft a research plan for each local business development issue included in the FYMP • v)- Draft a consultation plan for each local business development policy issue included in the FYMP. <p>Organizing</p> <ul style="list-style-type: none"> • Maintain working relations with the Business Registry, Investment and IP and Local Business Development Support divisions to facilitate the policy formulation process for relevant policy issues. • ii)- Maintain working relations with external local business development clients to facilitate the policy formulation process for relevant policy issues. |

- iii)- Organize HOD forums to facilitate the policy formulation process for local business development policy issues
- iv)- Organize stakeholder consultations on local business development policy issues.

Leading

- Lead the implementation of the policy formulation processes for local business development policy issues included in the FYMP

Controlling

- i)- Ensure that the plan for the formulation of local business development policy issues included in the FYMP
- ii)- Ensure accuracy and timeliness of local business development policy formulation processes as re-quired in the policy formulation plan for each policy issue.

Technical

Policy Formulation

- i)- Develop a plan for the formulation of local business development policies
- ii)- Formulate a research plan for the definition of local business development policy issues.
- iii)- Produce a research plan for the identification of policy solutions for local business development issues
- iv)- Draft the research objectives for each local business development policy issue
- v)- Establish research questions to guide the re-search processes for local business development policy issues
- vi)- Determine the appropriate methodologies for each local business development policy issue.
- vii)- Undertake thorough research to answer re-search questions at the problem definition stage.
- viii)- Conduct thorough research to respond to re-search questions at the solution identification stage.
- ix)- Analyse research findings and provide policy recommendations on local businesses development policy issues.
- x)- Contribute to the development of the Policy Issues Statement for local businesses development policy issues.
- xi)- Compile stakeholder feedback on local business development policy issues and formulate a stake-holder consultation report.

Legal Services

- xii)- Provide research and analysis support for the formulation of laws and regulations related to local business development.

Organizational Planning & Performance Management:

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| | <ul style="list-style-type: none"> xiii)- Monitor local business development projects to ensure compliance with contractual obligations <p>Other Duties</p> <ul style="list-style-type: none"> i. Carry out any other duties that may be directed by the Head of the Policy Division ii. Maintain good working relations with colleagues and relevant stakeholders at all times. |
| Person Specification | |
| Skills and Abilities | <p>Mandatory:</p> <ul style="list-style-type: none"> High economic analytical skills, sound research skills including some knowledge of statistical research and analysis, excellent logical reasoning, high attention to detail, excellent writing skills, good management and organization skills, proactive and ability to work independently, ability to exercise sound judgement and discretion, very good communication skills, hardworking, and able to work under pressure and comply with deadlines. Must be highly proficient in both oral and writ-ten English and Tongan and have good public speaking skills. <p>Desirable:</p> <ul style="list-style-type: none"> Highly committed to diligence and excellence, loyal, have sound judgement, ability to solve complex issues, high interpersonal skills, a team player and team builder, handles pressure well dedicated, honest, reliable, respectful and professional. |
| Qualifications and Experience | <p>Mandatory:</p> <ul style="list-style-type: none"> Master’s Degree with no working experience Post Graduate Diploma with at least 1-year experience in a similar role or at least 3 years relevant working experience Bachelor’s degree with at least 3 years ‘experience in a similar role or at least 4 years ‘relevant working experience <p><u>Qualifications acceptable for this role must be Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Public Policy, Law, Finance, Investment, Labour, Marketing, Business, Information Technology, or Arts from a recognised educational institution</u></p> |