

JOB DESCRIPTION	
<b>Ministry</b>	Ministry of Trade and Economic Development
<b>Division</b>	Leadership, Policy and Planning
<b>Location</b>	Nuku'alofa (Tt)
<b>Position</b>	Deputy CEO
<b>Position Number</b>	1
<b>Reports to</b>	Chief Executive Officer
<b>Band</b>	G
<b>Salary</b>	\$42,926 - \$64,389
<b>Job Purpose</b>	The Deputy CEO heads and manages the Leadership, Policy and Planning (LPP) Division, ensuring high-quality policy, legal, and strategic planning support to achieve the Ministry's objectives. The role oversees performance monitoring, legislative reforms, stakeholder engagement, and internal governance.
<b>Accountabilities</b>	<ol style="list-style-type: none"> <li><b>1. Leadership &amp; Department Management</b> <ul style="list-style-type: none"> <li>• Manage the LPP Division, including staff performance, budget oversight, and operation efficiency.</li> <li>• Ensure compliance with Ministry policies and government regulations.</li> </ul> </li> <li><b>2. Strategic Planning and Reporting</b> <ul style="list-style-type: none"> <li>• Lead the development and implementation of the Ministry's, Corporate Plan (CP), and Financial Year Management Plan (FYMP).;</li> <li>• Monitor and report on the Ministry's performance against its organizational outcomes and outputs on a quarterly and annual basis including meeting the Ministry's reporting requirements (Quarterly, Biannual and Annual Reports of the Ministry);</li> </ul> </li> <li><b>3. Policy and Legal Oversight</b> <ul style="list-style-type: none"> <li>• Oversight on all policy, monitoring, planning and legal matters of the Division;</li> <li>• Provide high level policy advise and recommendations within a specified timeframe to the office of the Hon. Minister and CEO.</li> <li>• Provide legal advice and legislative briefings to senior leadership and review all ministry contracts and agreement in liaison with the Attorney General's Office.</li> <li>• Review and finalize policy papers, cabinet submissions, reports and presentations for all programs of the Ministry.</li> <li>• Ensure proper system in place for the tracking of performances of work plan of the Division.</li> </ul> </li> <li><b>4. Stakeholder and Project Coordination</b> <ul style="list-style-type: none"> <li>• Lead collaboration with government agencies, private sector, and development partners</li> <li>• Supervise large-scale national projects and inter-ministerial initiatives</li> </ul> </li> <li><b>5. Governance and Compliance</b> <ul style="list-style-type: none"> <li>• Ensures implementation of and compliance with the ministry's annual procurement plan.</li> <li>• Oversee internal audits of ministry accounts, including the Business Registry and Consumer Divisions.</li> <li>• Establish and promote effective working relationship with colleagues and staff throughout the Ministry and other Ministries, as well as with other external organizations especially the private sector.</li> </ul> </li> <li><b>6. Additional Duties</b> <ul style="list-style-type: none"> <li>• Perform other duties and assists with special projects as assigned and directed by the CEO.</li> </ul> </li> </ol>

Person Specification	
<b>Essential Knowledge Skills, and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• High leadership ability, proactive, ability to exercise sound judgment and to work independently,</li> <li>• Excellent management and organization skills;</li> <li>• Demonstrated ability to work proactively both independently and as part of a cohesive team.</li> <li>• Hardworking, and able to work under pressure and comply with deadlines.</li> <li>• Maintaining strong professional partnerships with stakeholders</li> <li>• Excellent working knowledge of using basic computer programs such as Microsoft Office.</li> <li>• Demonstrated skills in data analysis and reporting with the ability to write comprehensive but easy to understand reports</li> <li>• Excellent analytical skills, research skills, and logical reasoning</li> <li>• High attention to detail and accuracy</li> <li>• Must be highly proficient in both oral and written English and Tongan</li> <li>• Good public speaking skills and can easily interact with people from differing cultures and backgrounds.</li> <li>• Loyal, dedicated, honest, reliable, respectful and professional.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Ability to rapidly acquire knowledge of the government's national plan the Ministry's Corporate Plan, work programs, policies and procedures.</li> <li>• Ability to rapidly acquire knowledge of the Ministry's current legislations and mandates</li> <li>• Highly committed to diligence and excellence</li> <li>• Ability to solve complex issues</li> <li>• High interpersonal skills and team builder</li> <li>• Ability to positively influence workplace culture and change for the better</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• PHD with at least one-year relevant working experience</li> <li>• Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience</li> <li>• Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li> <li>• Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience</li> </ul> <p>Qualifications acceptable for this role must be in either <b>Commerce, Economics, Trade, Human Resource Management, Social and Economic Development, Law, Finance, Investment or Labour</b> from a recognised educational institution.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• At least five (5) years of policy analysis and stakeholder engagement experience in a senior management position.</li> <li>• At least three (5) years of government employment.</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>CEO</b>	<p>Name: Distaquaine Tu'ihalamaka</p> <p>Signature &amp; Date:</p>