

**JOB DESCRIPTION**

POST DESCRIPTION		
1	<b>Ministry:</b> Ministry of Fisheries	
2	<b>Job Title:</b> Technical Officer Grade II, Finance Section, CSD	
3	<b>Band:</b> M <b>Salary scale:</b> (\$15,120 - \$22,680)	<b>Post Number:</b> <b>Location:</b> Nuku'alofa
4	<b>Purpose:</b> To provide financial and administrative support through check and registration of accuracy of salary and financial reporting for Fisheries Office.	
5	<b>Key Results Area</b>	<b>Performance Indicators</b>
5.1	<b>Core Duties</b> Maintain accuracy of salary, overtime, acting appointment, Increment, location allowances, etc.	<ul style="list-style-type: none"> <li>• Complete salary adjustment and submitted to Treasury according to scheduled deadline fortnightly on Tuesday.</li> <li>• Number of review and check of salary from Treasury towards accuracy of calculations.</li> <li>• Accurate authorization process obtained</li> <li>• Staff salary vouchers completed and delivered to Treasury according to scheduled deadline</li> <li>• Timely payment of Salary and overtime</li> </ul>
	Prepare daily wages, diving, port samplers and observer allowance.	<ul style="list-style-type: none"> <li>• Complete wages and submit to CEO</li> <li>• Submitted to Treasury accordingly scheduled deadline weekly on Wednesday.</li> <li>• Number of query received from Treasury.</li> <li>• Timely payment of wages.</li> </ul>
5.2	Prepare Salary & Wages register	<ul style="list-style-type: none"> <li>• Enter salary &amp; wages information to Staff register.</li> <li>• Prepare IR7 monthly and submit to Revenue Department accordingly to scheduled deadline 28<sup>th</sup> of the following month.</li> <li>• Prepare IR4 annually and distribute to staff accordingly to scheduled deadline 14<sup>th</sup> July.</li> <li>• Prepare IR8 annually and submit to Revenue Department accordingly to scheduled deadline 28<sup>th</sup> August.</li> </ul>
5.3	Support on reconcile vote books	<ul style="list-style-type: none"> <li>• Timely</li> <li>• Accuracy of calculations</li> <li>• Monthly checks against Treasury allocated</li> </ul>

5.6	Support on prepare purchase orders	<ul style="list-style-type: none"> <li>• Check against purchase request order &amp; quotations</li> <li>• Check against vote balance</li> <li>• Timely and accurate</li> <li>• Correct authorization obtained</li> <li>• Regularly committed in Commitment votes</li> </ul>
5.4	Support on prepare expenditure vouchers (Matching POR with invoices)	<ul style="list-style-type: none"> <li>• Check voucher against invoice and order</li> <li>• All completed vouchers error free</li> <li>• Correct authorization obtained</li> <li>• Deliver on time to Treasury accordingly to scheduled deadline within 5 working days.</li> </ul>
5.5	Support receipt & cash book paid in	<ul style="list-style-type: none"> <li>• Receipts accounted daily &amp; prepare revenue cash book</li> <li>• Paid in regularly with Bank &amp; Treasury</li> <li>• Register job card and cash sales</li> <li>• Number of query from Head of Section on balance corrects and accuracy of calculations</li> </ul>
5.7	Support on prepare monthly financial report	<ul style="list-style-type: none"> <li>• Complete and submit monthly financial report to Head of Section accordingly to scheduled deadline 14<sup>th</sup> of the following month.</li> <li>• Accurate data provided on financial report</li> </ul>
5.9	Support on prepare virement or transfer funds for Fisheries Department	<ul style="list-style-type: none"> <li>• Check there is sufficient funds in vote</li> <li>• Prior approve with Treasury</li> <li>• Correct balance wired and transferred</li> <li>• Prepare transfer certificate</li> <li>• Correct authorization obtained</li> <li>• Deliver on time to Treasury accordingly to scheduled deadline within 3 working days</li> </ul>
5.10	To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002	<ul style="list-style-type: none"> <li>• Compliance with the Fisheries Management Act 2002</li> </ul>
5.11	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions)	<ul style="list-style-type: none"> <li>• 80% compliance with PSC and Internal Policies</li> </ul>
5.12	Any other duties as reasonably directed by the Head Department/Division	<ul style="list-style-type: none"> <li>• Duties completed on time</li> </ul>
6	<b>Reports Directly to:</b>	<b>Head of Finance &amp; Account Division</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	

7.1	Special Skills:	<ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc.) and Sun System, Vision etc.</li> </ul>
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> </ul>
7.3	Personal Attributes:	<ul style="list-style-type: none"> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> </ul>
7.4	Education & Experience:	<ul style="list-style-type: none"> <li>• Diploma in Accounting, Finance or Management or any relevant field from a recognized institution with at least 1 year of relevant work experience in Government or Private Sector <b>OR</b></li> <li>• Pass in PSSC or its equivalent with at least 3 years of working experience in Government or Private Sector.</li> </ul>
<b>8</b>	<b>Core behavioral competencies</b>	
8.1	Change and Innovation	<ul style="list-style-type: none"> <li>• Stays informed and actively contributes to change initiatives</li> <li>• Looks for ways to demonstrate innovation and initiative in work area</li> <li>• Anticipates emerging issues and looks for ways to improve work practices.</li> <li>• Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>• Focuses on benefits and ways of overcoming obstacles.</li> </ul>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>• Actively shares information with appropriate people and checks for understanding where necessary</li> <li>• Presents clear, courteous and concise oral and written communications</li> <li>• Engages positively and persuasively with program stakeholders as appropriate.</li> <li>• Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>• Seeks to achieve results which are in the best interest of the organization</li> <li>• Uses honesty and appropriate disclosure with customers, employees, and</li> </ul>

		<p>management</p> <ul style="list-style-type: none"> <li>• Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>• Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>• Delivers high quality results on time</li> <li>• Overcomes roadblocks/setbacks to deliver results</li> <li>• Identifies problems early and takes appropriate action.</li> <li>• Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>• Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>• Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>• Is open with other team members about his/her concerns</li> <li>• Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>• Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>• Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>• Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>• Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>• Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>• Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>• Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>• Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> </ul>

		<ul style="list-style-type: none"> <li>Embraces and adapts to changing work environment</li> </ul>
8.10	Judgment	<ul style="list-style-type: none"> <li>Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
9	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
9.1	Technical Officer Grade II	<b>Name:</b> Vacant  <b>Sign:</b> _____  <b>Date:</b> _____
9.2	Head of Finance & Account Division	<b>Name:</b> Mr. Tevita Talakai  <b>Sign:</b> _____  <b>Date:</b> _____
9.3	Chief Executive Officer for Fisheries	<b>Name:</b> Dr Tu'ikolongahau Halafihi  <b>Sign:</b> _____  <b>Date:</b> _____