

Ministry:	Ministry of Fisheries
Division:	Corporate Service Division (CSD)
Location:	Tongatapu
Position:	Technical Officer Grade II.
Position Number:	MOF0046
Reports to:	Principal Accounting Officer
Band:	M
Salary:	\$15,120 - \$22,680
Job Purpose	<p>The Ministry of Fisheries is responsible for the conservation, management, sustainable utilization and development of fisheries resources in the Kingdom and the fisheries waters in order to achieve economically, socially and environmentally sustainable fisheries that contributes to better living standards for all Tongans.</p> <p>Purpose: The purpose of this job is to provide financial support through check and registration of accuracy of salary and financial reporting for Fisheries Office.</p>
Accountabilities / Outcomes	Core Duties
	<ul style="list-style-type: none"> • Lead in preparing expenditure vouchers/Matching with invoice Reconcile vote books/sun system
	<ul style="list-style-type: none"> • Lead in preparing purchase orders.
	<ul style="list-style-type: none"> • Lead in maintaining vote Books/Sun system
	<ul style="list-style-type: none"> • Lead in preparing monthly financial report
	<ul style="list-style-type: none"> • Lead in check accuracy of salary, overtime, acting appointment, increment, location allowances, etc
	<ul style="list-style-type: none"> • Support salary staff register
	<ul style="list-style-type: none"> • Assist on prepare virement or transfer funds for Ministry of Fisheries
	<ul style="list-style-type: none"> • Ensure to complete & submit the PMS form (mid year & End of Financial Year)
	<ul style="list-style-type: none"> • Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) (D)

	<ul style="list-style-type: none"> - Attendance policy - Dress code
	<ul style="list-style-type: none"> • INDIRECT
	<p>Other duties</p> <ul style="list-style-type: none"> • Perform any other duties reasonably requested by the CEO, Head of Division or immediate supervisor.
	<ul style="list-style-type: none"> • Execute all functions of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002 (D)
	<ul style="list-style-type: none"> • Support on reconcile vote books reconciliation (Development Vote) (ID)
	<ul style="list-style-type: none"> • Support on prepare purchase orders (ID)
	<ul style="list-style-type: none"> • Support on prepare expenditure vouchers (Matching POR with invoices) (ID)
	<ul style="list-style-type: none"> • Support in write up the receipt & and prepare for pay in (prepare cash book, T-9 form, deposit slips & verify by the supervisor) (ID)
	<ul style="list-style-type: none"> • Support on prepare monthly financial report (ID)
	<ul style="list-style-type: none"> • Support on prepare virement or transfer funds for the Ministry of Fisheries. (ID)
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Communication & Language</p> <ul style="list-style-type: none"> ➤ Engaging verbally and in writing on work issues with others. ➤ Communicating effectively with a range of people about work task ➤ Following more complex work procedures and requirements <p>Planning</p> <ul style="list-style-type: none"> ➤ Planning own short term work programme or schedule but will generally follow instructions or operation procedures. <p>Organising</p> <ul style="list-style-type: none"> ➤ Delivering specific services or processes which may vary in nature ➤ Cooperating with others to achieve the goals <p>Controlling</p>

	<ul style="list-style-type: none"> ➤ Meeting the requirements for quality standards in the work they do ➤ Using team/peer review to ensure quality of product or services delivery. <p>Leading</p> <ul style="list-style-type: none"> ➤ Working effectively in a team and supporting other team members <p>Desirable</p> <ul style="list-style-type: none"> • Special training and also familiarizes with the Sun System • Good knowledge of the Government Accounting system and Regulations.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience • 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>• Desirable: Higher qualification will be consider.</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Principal Accounting Officer</p> <p>Signature:</p> <p>Date:</p>
Head of Division	<p>Name: 'Elaine Havealeta</p> <p>Signature:</p> <p>Date:</p>
CEO	<p>Name: Dr. Tu'ikolongahau Halafihi</p> <p>Signature:</p>

	Date:
Employee	Name: Vacant Signature: Date: