

JOB DESCRIPTION			
Ministry	Ministry of Trade and Economic Development		
Division	Trade Negotiation and Facilitation	Location	Nuku'alofa (Tt)
Position	Senior Policy Analyst	Position Number	
Band	J	Salary	
Reports to	Deputy CEO/HOD		
Job Specification			
Job Purpose	<p>The Ministry of Trade & Economic Development is responsible for developing, formulating and implementing policies and strategies relating to trade, investment, businesses, intellectual property, labour standards, and consumer protection, to facilitate economic growth in Tonga</p> <p>The purpose of this job is to monitor and provide recommendations on policies, guidelines and procedures in relation to strategic issues that supports the Ministry's organizational outputs through research and analysis.</p>		
Accountabilities/ Outcomes	<ol style="list-style-type: none"> 1. Contribute to the development and formulation of the Trade Facilitation Unit's Financial Year Management Plan and Division's Corporate 2. Contribute to the report on the performance of the Trade Facilitation Unit. 3. Assist leadership with the identification of appropriate policy issues relevant to the Ministry's mandate and responsibilities. 4. Plan and conduct research analysis and evaluation on policy issues concerning the Ministry's organizational outputs. 5. Assist in the monitoring of the implementation of adopted policy issues. 6. Draft policy papers, reports and presentations. 7. Provide high quality advise and recommendations within a specified timeframe. 8. Plan, organize and conduct appropriate stakeholder consultations. 9. Assist in the development of training plans to facilitate the implementation of new policies 10. Maintain working relations with other divisions and external stakeholders to facilitate the policy formulation process for relevant policy issues. 11. Supervise the development and analysis of statistical data. 12. Perform other duties and assists with special projects as assigned. 		
Person Specification			
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ▪ Excellent working knowledge of using basic computer programs such as Microsoft Office. ▪ Demonstrated skills in data analysis and reporting. ▪ Excellent research and analytical skills ▪ Excellent writing skills with the ability to write comprehensive but easy to understand reports ▪ High attention to detail and accuracy ▪ Excellent communications skills in both Tongan and English language ▪ Good public speaking skills and can easily interact with people from differing cultures and backgrounds. ▪ Demonstrated ability to work proactively both independently and as part of a cohesive team. ▪ Maintaining strong professional partnerships with stakeholders ▪ Strong organization and administrative skills. ▪ Ability to multitask in high pressure work environment ▪ Ability to exercise sound judgment and discretion ▪ Ability to comply with deadlines. <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Economic analytical skills ▪ Some knowledge of statistical research and analysis 		

	<ul style="list-style-type: none"> ▪ Ability to rapidly acquire knowledge of the government's national plan the Ministry's Corporate Plan, work programs, policies and procedures. ▪ Ability to rapidly acquire knowledge of the Ministry's current legislations and mandates ▪ Ability to positively influence workplace culture and change for the better 	
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ▪ Must have a Bachelor degree in at least one of the following areas from a recognized University: Economics, Business, International Trade or any relevant field. ▪ At least three (3) years of relevant working experience in a senior management position; <p>Desirable:</p> <ul style="list-style-type: none"> ▪ A postgraduate degree in one of the following areas from a recognized University: Economics, Business, International Trade or any relevant field, will be an advantage. <p>At least three (3) years of economic-policy work experience in a senior position</p>	
Authorized by (sign and date)		
Supervisor		
Deputy Secretary/ HOD		
Chief Executive Officer		
Employee		