

JOB DESCRIPTION			
Ministry	Ministry of Trade and Economic Development		
Division	Policy and Planning	Location	Nuku'alofa (Tt)
Position	Policy Analyst	Position Number	
Band	K	Salary	\$26,710 - \$40,064
Reports to	Deputy Secretary/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 provide statistical and administrative support on activities identified in the Division's Financial Year Management Plan.</p>		
Accountabilities/ Outcomes	<ol style="list-style-type: none"> 1. Plan and develop statistical databases to address data needs of the Policy Division 2. Conduct statistical data research and analysis to facilitate the development of policies 3. Identify data sources for statistical data required for the delivery of the Policy Division's organizational outputs 4. Coordinate the collection of upto date accurate trade information required from outside organisations 5. Provide oversight to the management of the Policy Division's statistical database so as to ensure accuracy 6. Conduct initial design of survey questionnaires for quantitative surveys required by the Policy FYMP 7. Maintain working relations with other divisions and external stakeholders to facilitate the policy formulation process for relevant policy issues. 8. Supervise the development and analysis of statistical data. 9. Plan and manage the implementation of surveys and the collection of data 10. Clean and analyze survey datasets to facilitate the development of the survey report 11. Assist leadership with the identification of appropriate policy issues relevant to the Ministry's mandate and responsibilities. 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"> ▪ 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
<p>Qualifications and Experience</p>	<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 in any relevant field. ▪ Work experience not essential <p>Desirable:</p> <ul style="list-style-type: none"> ▪ A Bachelor degree in one of the following areas from a recognized University: Economics, Business, International Trade or any relevant field, will be an advantage ▪ At least two (2) years of work experience in a relevant field