

### Labour Officer Job Description

Ministry	Ministry of Trade and Economic Development
Division	Labour Division
Position	Labour Officer (Projects Coordinator)
Reports to	Head of Division (HOD)
Band	L
Salary	TOP \$22,133 - \$33,194
Job Purpose	To write and submit projects proposals to improve labour standards and employment and promote decent work in Tonga. The postholder is also responsible for effectively coordinating the implementation of all projects, conduct evaluation and monitoring and report accordingly to the and relevant stakeholders.
Internal	Internal consultations and discussions with the following: <ul style="list-style-type: none"> <li>▪ HOD for Labour and team</li> <li>▪ HOD for Business Development Support and team,</li> <li>▪ HOD for Business Registry, Investment &amp; Intellectual Property and team</li> <li>▪ HOD for Corporate Services and the Account Unit team.</li> </ul>
External	Liaise and consult with the following stakeholders: <ul style="list-style-type: none"> <li>▪ International Labour Organization (ILO)</li> <li>▪ Ministry of Finance</li> <li>▪ Ministry of Internal Affairs</li> <li>▪ Ministry of Education &amp; Training</li> <li>▪ Tonga Statistics Department</li> <li>▪ Prime Minister's Office</li> <li>▪ Ministry of Tourism,</li> <li>▪ Ministry of Agriculture,</li> <li>▪ Ministry of Fisheries,</li> <li>▪ Civil Society and NGOs</li> <li>▪ Tripartite constituents</li> </ul>
Accountabilities / Outcomes:	<p><b><u>Planning:</u></b></p> <ul style="list-style-type: none"> <li>▪ ILO Projects &amp; Mission: <ol style="list-style-type: none"> <li>i. Develop mission program whilst in Tonga</li> <li>ii. Schedule all project meetings as well as meetings of the division with the external stakeholders.</li> <li>iii. Review in consultation with the Principal Labour Officer the project plan for each financial year.</li> </ol> </li> <li>▪ Labour Standard: <ol style="list-style-type: none"> <li>i. Assist the Senior Labour Officer in the designing and planning of domestic labour standard survey including the collecting of data relevant for ratified ILO Convention(s).</li> </ol> </li> </ul> <p><b><u>Organizing:</u></b></p> <ul style="list-style-type: none"> <li>▪ Organize logistics for missions ahead of and during time in Tonga.</li> <li>▪ Arrange meetings with relevant stakeholders as required</li> <li>▪ Coordinate all project activities for ILO or other development</li> </ul>

	<p>partner's missions.</p> <ul style="list-style-type: none"> <li>▪ Compile all national priority per annum for ILO Mission and development project preparation.</li> </ul> <p><b><u>Leading:</u></b></p> <ul style="list-style-type: none"> <li>▪ Guide missions while in Tonga</li> <li>▪ Supervise meetings and consultations with stakeholders to ensure it is time efficient and effective.</li> <li>▪ Direct on-the ground implementation of project activities</li> <li>▪ Provide on the Job coaching with any recruited staff for project activities whether within Government or from public</li> </ul> <p><b><u>Controlling:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ensure project budget is well spent on approved activities.</li> <li>▪ Submit project completion report.</li> <li>▪ Mid-project reviews, evaluate and monitor projects and budget spending.</li> </ul> <p><b><u>Technical:</u></b></p> <ul style="list-style-type: none"> <li>▪ Research priority areas Information and Statistics</li> <li>▪ Write project proposals and submit for assessment.</li> <li>▪ Assess project proposal objectives to ensure it aligns with government priorities</li> <li>▪ Consult relevant stakeholders on project areas.</li> <li>▪ Liaise with tripartite constituents on priority needs.</li> <li>▪ Brief the ILO and donors on ground project areas.</li> <li>▪ Assess the projects benefits and contribution to social-economic development.</li> <li>▪ Advise the Principal Labour Officer and HOD on projects Impact.</li> </ul>
Qualifications & Experience:	<ul style="list-style-type: none"> <li>▪ Bachelor's degree with no working experience</li> <li>▪ Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Labour, Information Technology or Arts from a recognized educational institutional.</u></b></p>
Skills	<ul style="list-style-type: none"> <li>▪ Very good communication skills – writing, oral and presentation.</li> <li>▪ Vey good research and analytical skills.</li> <li>▪ High interpersonal skills- approachable and professional and can establish and maintain good relations with different stakeholders' groups.</li> <li>▪ Strong attention to detail and ability to multi-task</li> <li>▪ Highly organized, proactive, energetic, and efficient.</li> <li>▪ Excellence capacity to handle information with diligence.</li> <li>▪ Must have a strong track record of working independently and in a diverse team environment.</li> </ul>