

Ministry:	Ministry of Revenue and Custom
Division:	Corporate Services
Location:	Tongatapu
Position:	Senior Assistant Deputy CEO
Position Number:	MORC M-
Reports to:	Senior Assistant Deputy CEO
Band:	M
Salary:	\$17,171 - \$25,757
Important Note: <i>“This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities”</i>	
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: Assist SRO and ROG in providing human resources management services which encompass aspects such as employee attendance, leave entitlements and staff appointments and oversee the filing system.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist in monitoring staff leave entitlements • Assist in monitoring and updating staff attendance • Assist in advising PSC and Finance on staff leaves, resumptions of duty and acting appointments • Assist with clarifying HR policies to staff • Assist with monitoring daily paid staff • Assist Senior officers in facilitating HR internal and external trainings • Assist Senior Officers in the implementation of Performance Management System (PMS) • Provide secretariat duties to all HR internal meetings • Ensure proper filing of all HR records and documents
Person Specification	
Skills and Abilities	<p>Mandatory;</p> <ul style="list-style-type: none"> • Sound knowledge of HR and administration systems, best practices and legal requirements including PSC regulations • Very good customer service skills - providing HR support, advice and guidance to managers and staff • Good verbal and written communication skills • Strong attention to detail ensuring accuracy and high-quality results for example, in filing and HR records management and facilitating HR training programs • Well-developed relationship management skills • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Minimum Requirement</p> <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience

	<ul style="list-style-type: none"> • 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)
Authorised by (sign and date)	
Chief Executive Officer:	Name: Mr. Michael Cokanasiga Signature:
Deputy CEO	Name: Ms. Sesilia Tangulu Signature:
Senior Assistant Deputy CEO	VACANT
Employee:	VACANT