

JOB DESCRIPTION FOR SENIOR POSITIONS

		POSITION DESCRIPTION	
1	Ministry/Department: <insert Ministry/Office>		
2	Job Title: <insert position title>, <insert section>, <insert division> e.g: Assistant Secretary, Training Section, Corporate Services Division		
3	Band: <insert position band> e.g “1”	Post Number: <insert position number > e.g 4	Location: <insert location> e.g Nuku’alofa
4	Purpose: <insert main purpose(s) of the position stated in Part (2) above> E.g: <ul style="list-style-type: none"> Responsible for coordinating and facilitating training and capacity building programs for the Public Service 		
		OUTPUTS	Performance Indicators
		<i>Refers to areas of outcome or output.</i>	<i>Performance measurement for an output e.g % accuracy, % timeliness, % compliance with policy</i>
5.1	Planning <ul style="list-style-type: none"> Insert Areas of work which are related to “planning” e.g: Assist in the preparation of Training Project Plan and divisional annual plan.		<ul style="list-style-type: none"> e.g approved by Head of Division and CEO by 2nd week, January, 2012.
5.2	Organising <ul style="list-style-type: none"> Insert Areas of work which are related to “organizing” e.g: Structure for Training Section		<ul style="list-style-type: none"> e.g approved by Head of Division and CEO by 2nd week, January, 2012.
5.3	Leading <ul style="list-style-type: none"> Insert Areas of work which are related to “Leading” 		<ul style="list-style-type: none"> E.g Weekly meetings conducted or attended.

5.4	Controlling ➤ Insert Areas of work which are related to “Controlling / Reporting”	➤ E.g Weekly reporting to Head of Division.
5.5	Technical <insert all the technical related responsibilities which are a core to the position> E.g: Facilitate recruitment process of Training Assistants.	➤ E.g 100% timeliness of advertisements
5.6	➤ and carry out any other duties as may be directed by the Head of <insert division head> or the CEO Other duties to be listed	➤ Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	<insert division head>
7	PERSON SPECIFICATION FOR THIS POST FOR HR RECRUITMENT	
7.1	Special Skills:	<insert other special skills required> e.g: Computer literate
7.2	Education:	Essential: <insert relevant Degree or field of study required by the position> e.g Degree in Commerce, Business or relevant field of study. Desirable: <insert education qualification that is desirable although not essential> e.g Master in Commerce or relevant field of study
7.3	Experience:	<insert experience necessary for the occupant of the position> e.g At least 5 years in government. Desirable: <insert years of experience that is desirable although not essential> e.g At least 8 years in government of which 5 years is at a senior management position.

8	POSITION COMPETENCIES	
	Core Behavioral Competencies	Key Performance Standards
1. Change and Innovation	<ul style="list-style-type: none"> ○ Stays informed and actively contributes to change initiatives ○ Looks for ways to demonstrate innovation and initiative in work area ○ Anticipates emerging issues and looks for ways to improve work practices. ○ Takes a big-picture view of change and models a positive, constructive approach to managing it ○ Focuses on benefits and ways of overcoming obstacles 	
2. Interpersonal Skills / Teamwork / Collaboration	<ul style="list-style-type: none"> ○ Actively shares information with appropriate people and checks for understanding where necessary ○ Presents clear, courteous and concise oral and written communications. ○ Engages positively and persuasively with program stakeholders as appropriate. ○ Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation. ○ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ○ Is open with other team members about his/her concerns 	
3. Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> ○ Seeks to achieve high quality results which are in the best interest of the organisation ○ Uses honesty and appropriate disclosure with customers, employees, and management. ○ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action to deliver results. ○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance ○ Thinks outside of the box to achieve the best results for an internal/external customer. 	
4. Customer Focus (internal and external)	<ul style="list-style-type: none"> ○ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ○ Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. ○ Treats all clients with respect and cultural awareness 	
5. Judgement	<ul style="list-style-type: none"> ○ Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. ○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss 	
6. Self Confidence and Assertiveness	<ul style="list-style-type: none"> ○ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ○ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion. 	
7. Supports the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ○ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ○ Shows enthusiasm for organizational initiatives, policies and procedures and helps others accept any changes and remain effective. ○ Embraces and adapts to changing work environment 	
8. Promotion of equity and equality	<ul style="list-style-type: none"> ○ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences. 	
	Etc.....	
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	<insert post title of post holder>	Name: <insert name of post holder> Sign: Date :

9.2	<Insert position title of Head of Division>	Name: <insert name of Head of Division> Sign: Date :
9.3	<Insert CEO designation>	Name: <insert name of CEO> Sign: Date :