

Ministry:	Ministry of Revenue and Custom
Division:	Corporate Services
Location:	Nuku'alofa
Position:	Deputy CEO
Position Number:	MORC G-02
Reports to:	Chief Executive Officer
Band:	G
Salary:	\$42,926 - \$64,389
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: To lead and manage the Corporate Services Division to deliver effective planning, human resources and financial management capabilities to support the services and decision making of the Ministry.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Ensure timely submission of Corporate Plan & Budget, Annual Management Plan, Annual Report and Monitoring & Evaluation bi-annual reports in accordance with relevant policies and frameworks • Lead in consultation of the Ministry's Annual Budget and plan • Oversees the operation of the Corporate Services Division and ensure compliance with relevant policies and regulations • Prepare HR & Financial Management Internal Policies adherence to the PSC Policy & Treasury Instructions • Ensure all HR & Financial Management Internal Policies approved by CEO are effectively implemented and monitored
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Excellent leadership skills including inspiring, motivating and developing staff and teams to achieve Corporate Services Division objectives • Strong strategic thinking to develop and implement HR and Financial strategies and assist in the formulation and facilitation of the CP & Budget, AMP and the Division plan for Corporate Services. • Strong management skills including resource allocation, measurement, monitoring & evaluation, reporting on performance and working with senior leaders to address staff performance issues

	<ul style="list-style-type: none"> • Strong policy development skills - creation and implementation of HR & Financial policies, procedures and best practices to ensure quality outcomes with a commitment to continuous improvement and encouraging innovation • Excellent customer service skills providing HR & Financial support, advice and guidance to other HODs and staff • Strong communication skills including representation and relationship management • Strong knowledge of HR and administration systems, best practices and legal requirements including PSC policy • Excellent knowledge of relevant finance, accounting and taxation laws, regulations and compliance requirements • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Minimum Requirement</p> <ul style="list-style-type: none"> • PHD with at least one-year relevant working experience • Master’s Degree with at least 3 years’ experience in a similar role OR at least 5 years relevant working experience • Post Graduate Diploma with at least 4 years’ experience in a similar role or at least 6 years relevant working experience • Bachelor’s degree with at least 7 years’ experience in a similar role or at least 10 years relevant working experience <p><u>Qualifications acceptable for this role must be in Business Administration, Media, Teaching & Education, Taxation, Accounting, Commerce, Professional Accounting, Information Technology, or Human Resource Management from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer:	Name: Mr. Michael Cokanasiga Signature:
Employee:	VACANT