

Government of Tuvalu – Job Description



Position Title:	Executive Officer	
Level and Salary:	S1 – S3	\$10, 887 to \$15,447
Ministry and Division:	Office of the Prime Minister	Human Resource
Location:	Funafuti	
Reports to:	Secretary/Director of Ministry/Department concerned	

JOB PURPOSE:

Coordinate and process all financial services for *assigned ministry/department* and personnel.

KEY RESPONSIBILITIES:

1. As the Accountable Officer provide quality financial and processing services.
2. Coordinate the monitoring and processing of basic expenditure for the department.
3. Follow up and respond to any matters raised during the monitoring process.
4. Liaise with Finance to ensure compliance of leave, salary increments and student funds.
5. In-collaboration with the Head of Division assist with the preparation of the budget.
6. Render advice and assist the department on other matters as required.

MAIN DUTIES AND OUTCOMES:

- 1.1 Coordinate, monitor and reconcile of the Vote Book, and processing of all basic payments.
 - 2.1 Work closely with the members of the HRM team to ensure all matters are attended to in an accurate and timely manner.
 - 2.2 Monitor office equipment and stationeries to ensure proper use.
 - 2.3 Process virement, supplement, de-reservation and supplementary applications.
- 3.1 Raise any concerns or anomalies of payments with relevant areas.
 - 4.1 Coordinate regular meetings with Finance to reconcile all payments.
 - 4.2 Accurate processing and monitoring of all leave forms and salary increments.
- 5.1 Assist and support other members in the preparation of the budget.

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6.1 Keep up to date on public sector policy issues and financial matters that may affect the functions undertaken with this position.

MANDATORY REQUIREMENTS:

Certificate in Bookkeeping, Accounting or other relevant fields with 3 years of working experience in a finance related field.

AND

Skills/Abilities

Good written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Proficient in the use of MS Office Programs
Ability to liaise with a range of stakeholders
Sound time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.