

Government of Tuvalu – Job Description



Position Title:	High Executive Officer	
Level and Salary:	S1-S3	\$10,887 - \$15,447
Ministry and Division:	Office of the Prime Minister	Human Resource
Location:	Funafuti	
Reports to:	Assistant Secretary	

JOB PURPOSE:

Manage the financial services, and support the personnel services with the Assistant Secretary, Executive and Clerical Officer/s, for the Ministry concerned.

KEY RESPONSIBILITIES:

1. Provide quality financial processing services, and personnel services to the Ministry.
2. Coordinate the monitoring and processing of all expenses within the Ministry concerned. 3. Follow up and respond to personnel and financial matters raised during the monitoring process.
4. Liaise with Finance and Assistant Secretary to ensure compliance of leave, salary increments, student funds and other allowances and payments.
5. Coordinate the preparation of the budget with the Head of Division.
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 payments.
- 1.2 Keep up-to-date database and reporting of all financial activities.
- 1.3 Provide the Assistant Secretary with weekly updates and reports on expenditure.
- 2.1 Work closely with the Assistant Secretary, Executive and Clerical Officer/s, and the Human Resource Management team to ensure all personal matters are attended to in an accurate and timely manner, compliant with the GAO and other government policies.
- 2.2 Monitor office equipment and stationeries to ensure proper use.
- 2.3 Process virement, supplement, de-reservation and supplementary applications.

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- 3.1 Research and review any concerns or anomalies of payments with relevant stakeholders to ensure compliance.
- 3.2 Address any personnel matters and provide the Assistant Secretary with weekly updates on any matters.

- 4.1 Coordinate regular meetings with Finance to reconcile all payments.
- 4.2 Ensure accurate processing and monitoring of all leave forms, salary increments and personnel payments, reconcile with HRM.
- 4.3 Process refunds related to USP extension students upon successful completion of units.
- 4.4 Preparation of quarterly allowances for in-service students.

- 5.1 Assist and support other members in the preparation of the budget.

- 6.1 Keep up to date on the GAO, PSC Rules, and other public sector policy issues and financial matters that may affect the functions undertaken with this position.

MANDATORY REQUIREMENTS:

Tertiary qualification in financial management and/or accounting plus 5 years of working experience in a Financial Service-related area.

Applicant must also possess the following:

Proficiency in written and oral English and Tuvaluan.
Excellent Interpersonal skills.
High-level attention to detail and accuracy
Excellent excel spreadsheet and computer skills
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.