



OPPORTUNITY FOR EMPLOYMENT AT TONGA DEVELOPMENT BANK

Applications are invited from suitably qualified candidates for the post of:
Executive Assistant, Head Office, Nuku'alofa (Need incumbent immediately)

Executive Assistant, Head Office, Nuku'alofa

The position reports to the Chief Executive Officer.

The Executive Assistant is accountable for coordinating, managing and achieving the Bank's remaining Business Implementation Plans and Timelines Project of the TDB Feasibility Study and Business Plan for commercial banking ie ATM & EFTPOS set up, Trade Finance Products & Services. The role will be also accountable for providing executive duties support as a Personal Assistant to the CEO role.

Key Skill and Knowledge required:

- Bachelor degree in Business or Finance, preferably with a concentration in a relevant area, such as operations management; banking; international finance
- 8-10 years banking operations experience, preferably at a senior managerial level.
- Fluency in written and spoken English; Tongan ability highly desirable.
- Excellent inter-personal skills.
- Excellent report writing skills.
- Strong cross-cultural awareness.
- Proven ability to adapt to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and is able to deal with frequent change, delays, or unexpected events.
- Proven planning/organizing capability in setting goals and objectives; developing realistic action plans; prioritises and plans work activities; uses time efficiently; organizes or schedules other people and their tasks; and plans for additional resources.
- Proven project management skills especially in developing project plans, communicating changes and progress and managing project team activities.
- Advanced computer literacy.

Remuneration: The post of Executive Assistant is within Band 8, salary scale ranging from \$16,320 to \$24,480 per annum. The entry point will depend on qualification and working experience being brought to the job.

Benefits: Attractive benefits are also available including staff loans and retirement fund scheme.

Applications: Applicants from other organizations or Government Departments and Tongatapu must apply through their Head of their Departments or employers. **Applications must be addressed to:** Chief Executive Officer, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices and our website: www.tdb.to. **Do note the Deadline for All applications is 31 May 2018,4pm.**