



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: SENIOR POLICY PLANNING OFFICER- POLICY PLANNING & SECTORAL/REGIONAL UNIT

CORPORATE INFORMATION

1. Position Level: An attractive remuneration package will be offered
2. Salary Range:
3. **Duty Station:** Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Strategic Planning through Manager Policy Planning & Sectoral/Regional Unit
 - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
 - c) **Subordinates:** 4

POSITION PURPOSE

The position will assist in providing advice on socio-economic policy and strategic planning on both at national and sectoral basis and also carry out economic and social evaluation of government policies. The incumbent should assist in managing national strategic planning, meeting broad goals of government and enhancing the effectiveness of government agencies across the sector.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Formulate, coordinate and monitor the implementation of National Development Plans, strategies and programmes within the framework of a long-term development perspective including any sector plans.
2. Provide advice on socio-economic policy and strategic planning on both at national and sectoral & carry out economic and social evaluation of government policies.
3. Assist in managing national strategic planning, meeting broad goals of government and enhancing the effectiveness of government agencies across the sector.
4. Assist Ministries/Departments in developing proposals for consideration by Cabinet that conform with the Government's policy and programme objective, provide advice on realistic and achievable policies which will contribute directly to achieving the Government's policy objectives, prepare information on a wide range of national development, economic and social issues, report to the Minister on sectoral and regional policy issues, appraise, review and evaluate capital and non-capital projects for inclusion in annual budgets.
5. Evaluation and review of policies and programs implemented at national, sectoral or regional levels.
6. Representing the Ministry on government, inter departmental, national, international and special interest committees.

7. Monitor and report on sustainable development goals.
8. Develop an interagency innovative development policy in line with national strategic projects;
9. Assist in strengthening the planning capacity within the central and local government to create innovative and creative financing schemes.
10. Assist in the formulation of the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget.
11. Assist in the preparation of infrastructure investment plans for sustainable financing.
12. To provide guidelines to collect data and to carry out action-oriented research necessary for the evaluation of new policies and for the refinement of the planning process.
13. Undertake other activities as and when directed by the supervisors.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide technical contribution in the formulation and implementation of the National Development Plan and assist the team to ensure successful implementation, coordination and monitoring of the National Development Plan.
2. Ensuring the proper coordination and planning in all sectors of the economy.
3. Successful monitoring and reporting of the sustainable development goals.
4. Ensuring that the role of the Department is strengthened as a think tank in developing innovative and visionary plans for the country.

PERSON SPECIFICATION

In addition to Degree (or equivalent) in Economics, Econometrics, Macroeconomic Analysis, Finance or similar from a recognized institution (or equivalent relevant experience) and following Knowledge, Experience, Skills and Abilities required to successfully undertake this role

Knowledge and Experience

1. At least 4-6 years' experience providing policy advice and planning as well as in depth research and analysis experience with a focus on sectoral and policy planning in a large organization
2. The applicant should show evidence of well-rounded, forceful personality with proven intellectual capacity, management and supervision skills and an ability to give in depth advice. Previous experience of dealing with policy matters, conducting negotiations/discussions with senior staff in Government and Non-Government Agencies.
3. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities
4. Possess sound knowledge of Government financial processes and procedures, procurement regulations and law

5. High level experience dealing with economic policy matters, conducting negotiations/consultations with senior staff in Government and Non-Government agencies

Skills and Abilities

1. Ability to give comprehensive advice on strategic planning and national development matters to the Head of Strategic Planning through the Manager Policy Planning & Sectoral/Regional.
2. Ability to formulate and implement policies, programmes and initiatives to ensure the successful delivery of Ministry outcomes.
3. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations;
4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Permanent Secretary and/or Minister when required
5. Ability to manage resources, lead and mentor staff effectively
6. Excellent written and verbal communication skills with high proficiency in technology use.

Personal Character

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants