



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: SENIOR POLICY ANALYST

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Suva, with occasional travel
4. Reporting Responsibilities:
 - a) **Reports To:** Manager International Cooperation
 - b) **Liaises with:** Ministry staff, Government agencies and external stakeholders
 - c) **Subordinate(s):** 1

POSITION PURPOSE

The incumbent will be required to effectively co-ordinate all aid programmes that the Fijian Government has received from all donors and provides advice to the Minister and Permanent Secretary on all aid matters through Manager International Cooperation. The incumbent is also responsible for the formulation of relevant policy/information papers on improving aid coordination.

KEY RESPONSIBILITIES

This position reports to the Manager International Cooperation Division. The key responsibilities of the position include:

1. To provide policy advice on aid related matters and assist in developing policies, systems and procedures through management and coordination of aid from all sources
2. To initiate on-going dialogue and stakeholder consultations through donor bilateral and sectoral meetings
3. Providing the focal point for liaison within government central agencies, multilateral donor agencies and umbrella non-government organizations with regards to multilateral aid matters
4. Formulating policy and programming for strategic engagement with bilateral and multilateral partners in accordance with national priorities.
5. Ensuring that all multilateral project proposals are consistent with government policies through proper evaluation and analysis.
6. Actively assist in analysing, designing, implementing, and evaluate development cooperation policy that focuses on key agency priority areas within the international cooperation area
7. To represent the unit in various meetings for the monitoring of donor funds and projects
8. Prepare and contribute to high level reports and other presentations on development assistance for high level advisory bodies and for the national budget
9. Design and participate in broad development assistance assessments, program design, results framework development, and monitoring and evaluation planning;
10. Service the Aid Coordination Committee of the Fijian Government; and

11. Represent the Ministry of Finance in various meetings and forums both locally and abroad when required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effectively managing and developing all policies in relation to management of ODA funds and ensuring maximum compliance to respective regulations and acts and incorporating mechanisms for management and monitoring of all forms of Development Aid and Finance.
2. Effective contribution to new approaches, operational policies and procedures, high level reports for the development of overseas aid finances.
3. Consistent liaison with respective stakeholders for management of development funds.
4. Ensure allocated staff are supervised, supported and mentored for professional participation and timely achievement of individual work plan objectives.

PERSON SPECIFICATION

In addition to a Postgraduate Degree or above in Accounting, Economics or equivalent with a Bachelor's Degree in Accounting, Economics or equivalent [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Competent knowledge of international affairs influencing development aid;
2. Competent knowledge for development policies.
3. Understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment, creativity, be open to change and to see the implications of the changes proposed;
4. Basic knowledge of key development partners and their operating procedures;
5. Past experience in dealing with official development assistance on a national and international level

Skills and Abilities

1. Possess strong analytical, data interpretation and computer skills;
2. Overall understanding of laws and regulations pertaining to finance;
3. Excellent communication skills (written and oral);
4. Experience working in multi-disciplinary, multi-cultural and/or cross-sector teams;
5. Ability to effectively assess development projects/programmes; and
6. Ability to work with minimum supervision and work extended hours.

Personal Character and Eligibility

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