



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: Principal Economist [Fiscal Forecasting Policy Research Analysis]

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$43,296.63 - \$55,508.50
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a) **Reports to:** Manager (Fiscal Forecasting, Policy, Research and Analysis)
 - b) **Liases with:** Government agencies, private sector, and other key stakeholders
 - c) **Subordinates:** Senior Economists and Economists

POSITION PURPOSE

This position is primarily responsible for providing sound economic and financial advise regarding fiscal and macroeconomic issues affecting Government.

KEY RESPONSIBILITIES

The principal responsibilities of the position include:

1. Provide sound and effective advice on the fiscal direction of Government in line with its economic and financial objectives;
2. Prepare fiscal statements and reports and provide policy advice to management;
3. Formulate revenue forecast and assist in the preparation of the national budget strategy and fiscal framework;
4. Undertake research and analysis to formulate fiscal policies for the national budget;
5. Organising national budget forums and consultations with the private sector and general public;
6. Summarise and assess budget submissions and provide policy options and recommendations;
7. Review existing tax and non-tax revenues and provide recommendations to management;
8. Drafting of the national budget documents and ensuring timely production;
9. Ensure effective implementation of the budget policies announced in the annual budget and recommend measures to facilitate timely implementation;
10. Assist in the formulation of macroeconomic forecasts;
11. Assist in processing incentives and duty concession applications;
12. Compile information and data as and when required by the management and stakeholders;
13. Prepare presentations, speeches and speaking notes as required by the management;
14. Represent the Ministry of Finance at various meetings and consultative forums and in the process provide sound policy advice based on Government's policy;
15. Provide technical or secretariat support to taskforces and committees when required; and
16. Monitor and coordinate the work of subordinate staff.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective contribution to the development of Government's fiscal policies and production of high level policy papers for management's consideration;
2. Ensure budget documents are produced in a timely manner and according to the required standards and laws;
3. Ensure successful implementation of budget policies in line with the laws and regulations;
4. Producing timely and quality fiscal reports for the management;
5. Consistent liaison with key stakeholders for development and implementation of policies; and
6. Ensure subordinate staff are supervised and their work output are produced in a timely manner.

PERSON SPECIFICATION

In addition to a Post Graduate Degree (or equivalent) in Economics, Econometrics, Macroeconomic Analysis or similar from a recognised institution [or equivalent relevant experience], the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' experience in fiscal forecasting & policy development and research & analysis
2. Knowledge of Government policies, financial processes and procedures, regulations and laws; and

Skills and Abilities

1. Demonstrated ability to formulate and administer policies and initiatives to ensure successful delivery of Ministry outcomes;
2. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations;
3. Ability to work under pressure and beyond normal working hours, multi-task and respond quickly to the task assigned by management when required; and
4. 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