



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## JOB DESCRIPTION: SENIOR ECONOMIST [FISCAL FORECASTING POLICY RESEARCH ANALYSIS]

### CORPORATE INFORMATION

1. Position Level: Salary Band G
2. Salary Range: [\$28,605.45 - \$38,140.60]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Manager Fiscal Forecasting Policy Research Analysis
  - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders (RBF, FRCS) private sector and general public
  - a) **Subordinates:** 1

### POSITION PURPOSE

This position is primarily responsible for providing sound and effective advice on the fiscal direction of Government in line with its economic and financial objectives and is directly involved in the preparation of the preparation, documentation and implementation of the National Budget. The prime function of the job includes assist in formulation of revenue policies & forecast, consultation with private sectors, key stakeholders and general public and production of annual budget documents (Budget Supplement & Budget Estimates).

### KEY RESPONSIBILITIES

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

1. Assist in the formulation of revenue forecast for National Budget using modern and relevant forecasting methodologies;
2. Assist in the formulation of fiscal forecast and analysis based on policy decisions
3. Undertake budget consultations and forums with private sector, general public & key stakeholders;
4. Compile monthly and quarterly reports on the status of Government finances to monitor Government's cashflow position, revenue performance, expenditure outturns, fiscal risks, financing & debt and provide policy advice and appropriate recommendations to Permanent Secretary for Finance;
5. Assist in the preparation of annual National Budget Strategy and Medium Term Fiscal Framework;
6. Assist in the coordination of the overall fiscal policies of Government to ensure successful implementation;
7. Assess budget submissions taking into consideration the macroeconomic, fiscal and social consequences for the National Budget;
8. Review of non-tax revenues collected by Government Ministries, Statutory Bodies, and keeping track of privatisation initiatives that affects Government's cashflow;
9. Assist in the drafting and production of annual budget documents (Budget Supplement, Budget Estimates & Budget Speech);
10. Assist in drafting speeches and rebuttal statements for Budget Debates in Parliament for Hon. Minister for Finance.
11. Conduct Budget Lock-Up sessions prior to Budget announcement with key stakeholders to clarify technical details of the Budget;

12. Process tax and customs incentive applications for hotel, tax free region, medical and duty concessions in line with Income Tax Act, Regulations, Customs Tariff Act and other relevant legislations;
13. Provide comments and advice on submissions, cabinet papers, MOU's, reports from the perspective of the Ministry of Finance;
14. Compile data for submission to FBOS, RBF and other stakeholders;
15. Assist in the preparation of presentations, speeches, ministerial statements, press releases for Permanent Secretary and Hon. Minister for Finance;
16. Provide secretarial and logistic support for relevant meetings and forums;
17. Representing Ministry of Finance in various meetings and forums both locally and abroad as and when required; and
18. Provide advice on other policy issues as required by management, Permanent Secretary and Hon. Minister for Finance.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Inputs for National Budget Strategy to Management and assist in production of Budget Documents: Budget Estimate, Budget Supplement, Budget Kit
2. Develop revenue policy papers for Revenue Policy Committee meetings
3. Monthly fiscal reports to management
4. Research and analyze policy issues in key sectors of the economy

### **PERSON SPECIFICATION**

In addition to Degree in Economics, Econometrics, and Macroeconomic Analysis or similar [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years relevant experience.
2. A person of high caliber, poses excellent communication and analytical skills.
3. Must demonstrate the ability to identify, analyse and propose strategies and policies for national and sustainable development.

### **SKILLS AND ABILITIES**

1. Ability to analyse and solve problem with practical solutions.
2. Well versed in MS Office applications including PowerPoint, Word and Excel.
3. Demonstrated ability to work independently and seek guidance when needed.
4. Demonstrated ability to multi-task without loss of quality in output delivery.
5. Flexibility to work across different functions and situations of the section, and changing priorities at short notice.
6. Demonstrated ability to think objectively and "think outside the box" when analyzing issues and recommending / developing solutions.
7. Effective oral and written communication skills with excellent command of English.

### **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