



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

## JOB DESCRIPTION: PRINCIPAL ECONOMIST [MACROECONOMIC 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 Macroeconomic Forecasting Policy Research Analysis
  - b) **Liases with:** Ministry staff, Public Service Officers, External Stakeholders (RBF, FRCS) private sector and general public
  - a) **Subordinates:** Four

### POSITION PURPOSE

The position is responsible for macroeconomic forecasting (GDP, Trade & BOP), assisting in the preparation of the National Budget, undertaking economic policy research and analyses and providing sound macroeconomic and fiscal policy advice.

### KEY RESPONSIBILITIES

1. Provide oversight on accurate and timely forecasting of GDP, BOP and other macroeconomic indicators to improve budgetary forecasts and better inform decision making on economic policies
2. Provide oversight on the preparation of monthly updates on various statistics & socio-economic indicators and quarterly economic updates
3. Prepare evidence-based research and policy papers on various macro issues including commodity prices, investment, trade, tourism, the financial sector for informed decision making
4. Assist in the design of effective revenue and expenditure policies via the National Budget to promote investments and improve future prospects for growth and development.
5. Assist in the timely production of budget documents including Budget Address, Fiscal Update/Supplement to the Budget Address and other related Budget documents.
6. Participate in pre-Budget and post-Budget consultations and other economic Forums as and when required.
7. Prepare presentations, speeches, ministerial statements, parliamentary responses, advertisements, press releases and speaking notes for the Permanent Secretary and/or Minister.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Completion and release of timely and reliable macroeconomic forecasts, particularly on GDP, Trade and Balance of Payments.
2. Information/policy briefs on macroeconomic issues to be completed within agreed timeframes.
3. Release of Statistical /Economic Updates as outlined in the work plan schedule and ensuring macroeconomic database is updated with latest statistics released by the Fiji Bureau of Statistics.

## **PERSON SPECIFICATION**

In addition to University qualifications (or equivalent) relevant to 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 5 years' experience in macroeconomic policy and forecasting.
2. Possess sound knowledge of Fiji's economy and economic, fiscal and social policies of Government as well as the associated development challenges and opportunities.
3. Possess sound knowledge of Government financial processes and procedures, procurement regulations and law.
4. High level experience dealing with economic policy matters, conducting negotiations/consultations with senior staff in Government, development partners and Non-Government agencies.

## **SKILLS AND ABILITIES**

1. Ability to give comprehensive advice on macroeconomic matters to the Head of Fiscal Policy, Research and Analysis and Permanent Secretary.
2. Ability to formulate and administer policies 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 multi-task without loss of quality in output delivery and respond quickly to the Head of Fiscal Policy, Research and Analysis, Permanent Secretary and/or Minister when required.
5. Ability to manage team environment, 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