



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

## JOB DESCRIPTION: ECONOMIST [ECONOMIC POLICY, RESEARCH & ANALYSIS]

### CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.74 - \$28,883.00]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Manager Economic Research and Policy Analysis
  - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders (RBF, FRCS) private sector and general public
  - a) **Subordinates:** None

### POSITION PURPOSE

The position is responsible for undertaking in depth research and analysis on policy issues affecting various sectors in the economy, including key priority areas for growth and development and processing taxation and customs incentives.

### KEY RESPONSIBILITIES

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

1. Process requests for tax incentives and concessions in accordance with relevant legislative guidelines.
2. Undertake research and policy analysis on economic and fiscal policy issues
3. Assist in producing the Government budget and annual budget documents
4. Compile research papers for new policy initiatives and proposals
5. Collate economic data and information for research purposes.
6. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Processing of tax and customs incentives in line with legislative provisions within agreed timeframes.
2. Completion of research and agreed number of policy papers for the formulation for the National Budget within agreed timeframes.
3. Completion of allocated budget documentation within agreed timeframes.

### PERSON SPECIFICATION

In addition to Bachelor's Degree in Economics/Accounting or equivalent relevant work experience or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. At least 1-2 years' experience providing high level administrative support to senior management of a large organisation
2. Possess sound knowledge of Government Financial Procedures, procurement regulations and law

## **SKILLS AND ABILITIES**

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Services oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## **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