



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ASSISTANT MANAGER DEBT [RISK ANALYSIS]

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$46,627.14 - \$59,394.10
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Manager Debt Management Unit
 - b) **Liaises with:** Ministry staff, Reserve Bank of Fiji, External Institutions
 - c) **Subordinates:** Senior Accounts Officer, Accounts Officer

POSITION PURPOSE

The purpose of the position is to supervise and manage government domestic and foreign debt. It also develops and determines new debt issuance programmes in accordance with government policy and in consultation with the RBF and ensures that financing needs are met with prudent level of cost and risk.

KEY RESPONSIBILITIES

1. Ensure the provision of timely and accurate advice on National Debt, including the domestic debt programme, debt issuance, debt sustainability and risks.
2. Prepare and submit written advice on debt requirements to ensure that Government raises sufficient debt in both domestic and foreign markets to fund the gross budget deficit.
3. Ensure appropriate debt policies are determined and developed for the issuance of domestic debt in compliance with government policy and in consultation with the RBF.
4. Ensure maximum benefits are derived from major projects through effective negotiation between the Fiji Government and Lender Organisation on terms and conditions of loans.
5. Monitor the financial performance of Government entities in regards to its ability to repay government guaranteed loans through analyzing Financial Statements, etc.
6. Provide relevant information through consultation with lending agencies on the types of projects that these agencies would fund, foreign cost and local cost components, interest rates, maturity period, grace period, commitment fee, management fee, agency fee, etc. to enable Government to quickly identify appropriate lending agencies to fund Government projects.
7. To reduce borrowing risks by effective debt management including the timely advice on risks involving currency, interest rates, credit, liquidity, and funding risks.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Borrowing activities are conducted in line with the borrowing requirements.
2. Government financing needs are met with prudent level of cost and risk.
3. Reports, Debt Data and Information to Management and External parties are prepared in a timely, quality and effective manner.
4. Government Guarantee exposure, Lending Fund Account and Arrears of Revenue are maintained at sustainable and prudent level.

PERSON SPECIFICATIONS

In addition to Degree in Accounting and Economics/ Finance and Economics with good Finance knowledge and exposure to debt/financial markets or similar from a recognized 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 working in a similar role in the public or private sector.

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. Capacity to utilise computer programs to support daily operations
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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