



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

---

## JOB DESCRIPTION: Assistant Manager Policy - Research

### 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 Financial Policy
  - b) **Liaises with:** Staff within the Ministry, External Government Agencies, Public
  - c) **Subordinates:** SAO & AO Research

### POSITION PURPOSE

The position supports the formulation of financial policies across all Government Ministries and Departments in line with the Financial Management Act, Finance Instructions 2010, Procurement Regulations 2010 that fosters good governance and best practices in Public Financial Management.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Conduct research on pertinent issues relating to financial policies that support effective financial processes and procedures;
2. Liaise with relevant personnel and Agencies on financial policy related issues vital in the development of financial policies;
3. Actively contribute to the facilitation of the review of all financial legislations that is, the Financial Management Act, Finance Instructions, Procurement Regulations and any other subsidiary regulation;
4. Assess internal and external submissions/requests on financial policy issues and provide advice to Executive Management;
5. Provide support to facilitation of financial policy advice and training and awareness initiatives;
6. Provide input to and ensure compliance of all processes in Finance Manual analysis;
7. Assess and monitor implementation of the recommendations of the Public Accounts Committee;
8. Supervise, coach and guide subordinate staff on key expectations of performing duties assigned and professional conduct within the office;
9. Provide secretarial duties to the Public Financial Improvement Plan/Roadmap including coordinating meetings, follow up on action items, update progress to management;
10. Assist with Policy Reforms contingent to budget support funding; and

11. Any ad-hoc task assigned by Government.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective and timely development of research reports on pertinent financial policy issues;
2. Timely assessment and provision of advice to Executive Management prior to providing advice to Stakeholders within the agreed timelines;
3. Complete analysis of all Agency Finance Manuals within three days as and when required;
4. Tasks assigned by management in terms of corporate requirements is address effectively and within the agreed timeline.

## **PERSON SPECIFICATION**

In addition to a Post Graduate Degree (or equivalent relevant experience) in Accounting/Finance/Governance/Public Administration/ the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 7 years' experience in a similar role in the public or private sector;
2. Practical knowledge of policy formulation processes;
3. Understanding of legislation and how it is implemented in an organisation;
4. Knowledge of accounting system and supporting rules and regulations;
5. Knowledge of the Constitution and delegated powers of Ministers and Permanent Secretaries;
6. Sound knowledge of Microsoft applications;
7. An experience with Climate Change and Gender-based policy will be an added advantage.

### **Skills and Abilities**

1. Analytical skills and ability to solve complex issues;
2. Communication skills (oral and written) and ability to write effective policies, Cabinet Papers, Ministerial advice, reports and produce quality policy advice;
3. Sound research skills;
4. Ability to work as a team;
5. Effective presentation skills;
6. Ability to be innovative and think outside of the box.

### **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

