



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

## JOB DESCRIPTION: BUDGET ANALYST – SOCIAL SERVICES SECTOR

### CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$24,261.72 – \$30,615.98
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Manager Social Services
  - b) **Liaises with:** Ministry staff, Agency staff, Multilateral Agencies, Donors and other stakeholders
  - c) **Subordinates:** Nil

### POSITION PURPOSE

This position supports the day-to-day operations of the Social Services Sector by assisting in policy analysis, monitoring projects and programmes, processing, monitoring and reporting on budget expenditure and supports the formulation of national documents, such as the Development Plan and the Annual Budget, to ensure that the budgetary processes are implemented within the set financial regulations and Ministry guidelines.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Assist in the preparation of the Government budget in consultation with Ministries and other national stakeholders;
2. Provision of sound and effective advice with regard to Government expenditure policy;
3. Assist in the monitoring and implementation of the National Budget in particular the Social Services sector;
4. Assist in the formulation and development of policy papers pertaining to the Social Services Sector;
5. Evaluate new expenditure proposals and policies;
6. Provide technical input into presentations, ministerial statements, parliamentary responses, press releases and speaking notes;
7. Undertake regular site visits and inspections to projects under the Social Services sector;
8. Participate in pre-Budget and post-Budget consultations and other Economic Forums as and when required; and
9. Represent the Ministry at various meetings when required and where necessary support monitoring in the economic, general administration or social sectors of the budget.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Monitoring conducted to a standard that enables all briefs/updates and reports activities to be completed and delivered as planned;
2. Draft policy papers and cabinet papers prepared and reviewed in alignment with required standards;
3. Budget awareness in government agencies improves year on year.

## **PERSON SPECIFICATION**

In addition to a Degree (or equivalent) in Economics, Finance, Accounting or Commerce from a recognised 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 3-4 years of experience and exposure in policy planning, budget preparation and implementation in any public sector or large corporate organisation;
2. Experience working in Social sector related areas;
3. Practical working experience of conducting analytical data interpretation in order to provide high level policy and budget related advice;
4. Sound knowledge of Fiji's economy, national policies, machinery of government and associated development challenges and opportunities;
5. Understanding of the need for sensitivity and creativity when implementing needed change in a diverse organisation; and
6. Understanding of the Fijian Constitution (2013) and applicable financial legislation.

### **SKILLS AND ABILITIES**

1. Excellent interpersonal and written and verbal communication skills with the capacity to represent the Ministry and Government effectively in national, regional and international forums and to interact and build strong network with stakeholders at all levels;
2. Demonstrated ability to work cooperatively within a team environment with highly skilled interdisciplinary staff in a multicultural environment;
3. Ability to meet set deadlines while working under pressure and undertaking multiple tasks;
4. Capacity to utilise computer programs to support the operations of complex organisation; and
5. Service oriented approach, with a commitment to supporting the operational / 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