



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

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## JOB DESCRIPTION: MANAGER CORPORATE STRATEGY

### CORPORATE INFORMATION

1. Position Level: Salary Band J
2. Salary Range: (\$55,066.28 - \$70,143.96)
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Head of Administration
  - b) **Liaises with:** PS of Finance, Staff from Ministry of Finance, Head of Sections, Directors, Staff and PS from other Ministries
  - c) **Subordinates:** 4

### POSITION PURPOSE

The Manager Corporate Strategy will be responsible for coordinating the development, reporting and monitoring of Ministry's corporate documents.

### KEY RESPONSIBILITIES

This position will achieve its purpose through the following key duties.

1. Coordinate the compilation of the Ministry's Corporate documents – Strategic Plan, Operational Plan and other high level documents in consultation with the Heads of Divisions and ensure through proper monitoring and follow up the delivery of the Ministry's key outputs within stipulated timelines
2. Provide the necessary advice on the Ministry's corporate documents to Divisions to ensure the preparation of Business and Individual Work Plans are aligned to these key documents.
3. Provide accurate and timely advice on the conduct of the Ministry's corporate strategies and submit related reports on the overall performance of the Ministry which include recommendations on communication and information, public relations, and assessment and evaluation on programmes and projects;
4. Coordinate reporting on Strategic Plan, Costed Operational Plan and Work Unit Results in consultation with Heads of Divisions.
5. Coordinate and submit Cabinet papers and speaking notes for the Minister.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All corporate documents are developed, endorsed and successfully implemented within the agreed timeframes, and specific requirements.
2. All agreed strategic and business objectives of Corporate Services is aligned with the Ministry Strategic Plan or relevant plan, and achieved meeting all agreed requirements and timeframes.

3. All reports are compiled with appropriate information and submitted within agreed timeframes.
4. Complete compliance with relevant legislative and policy requirements within the department.

### **PERSON SPECIFICATION**

In addition to a Post graduate Degree (or equivalent experience) in Public Administration, Management, and Policy Development or similar, the following knowledge, experience, skills and abilities are required for this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 10-15 years' experience and exposure to corporate planning, implementation and monitoring in a large organization.
2. Sound knowledge and understanding of strategic planning in a business environment.

### **SKILLS AND ABILITIES**

1. Ability to provide comprehensive and accurate advice on corporate planning and related issues to the Permanent Secretary and Heads of Divisions.
2. Ability to provide quality assurance and high level attention to detail on corporate documents and cabinet submissions.
3. Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations.
4. Ability to manage competing priorities, multi-task and respond quickly to the Permanent Secretary when required.
5. Excellent communication, interpersonal and representational skills with high proficiency in technology use.
6. Service 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

