



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB TITLE: Analyst and Verification Officer – Special Projects

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: This position reports to Head of Strategic Planning Unit through Assistant Manager - Administration, Finance & Logistics Support.
 - b) Liaises with: Ministry staff, Strategic Planning staff and other stakeholders
 - c) Subordinates: Nil

POSITION PURPOSE

This position supports the day-to-day operations of the Division by assisting in the implementation and monitoring of **Special Projects** ensure that the Special Projects are implemented within the set financial regulations and Ministry guidelines.

KEY RESPONSIBILITIES

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

1. Assist in the implementation and monitoring of Special Projects under the National Budget;
2. Assist in the preparation of standard operating procedures (SOPs), guidelines and agreements for the Special Projects as and when required;
3. Assist in the verification of applications received for the Special Projects;
4. Assist in the verification of invoices for the Special Projects;
5. Developing and maintaining database, data systems – reorganizing data in a readable format;
6. Performing analysis to assess and verify data and applications for the Special Projects;
7. Preparing reports for the management stating trends, patterns, and predictions using relevant data for the Special Projects;
8. Working with managers and staff to identify process improvement opportunities, propose system modifications, and devise data governance strategies;
9. Undertake regular site visits and inspections to special projects as and when required;
10. Work in conjunction with other respective Service Sectors within the Strategic Planning Unit; and
11. Represent the Ministry at various meetings when required

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 SOPs, guidelines prepared and reviewed in alignment with required standards;
3. Special Projects 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 2 years of experience and exposure in verification of applications and invoices, budget preparation and implementation in any public sector or corporate organisation, developing and maintaining databases;
2. Practical working experience of conducting analytical data interpretation in order to provide policy and budget related advice;
3. Practical working experience and use of excel, word and PowerPoint;
4. Understanding 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