



MINISTRY OF FINANCE

JOB DESCRIPTION: ECONOMIST [MACROECONOMIC FORECASTING POLICY RESEARCH & ANALYSIS]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$24,989.57 - \$31,534.46
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Manager Macroeconomic Forecasting Policy Research & Analysis
 - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders (RBF, FRCS) private sector and general public
 - a) **Subordinates:** None

POSITION PURPOSE

The position is responsible for macroeconomic forecasting; macroeconomic research and policy advice; and ongoing monitoring of key statistical indicators for tourism, business activity, investment, and price levels, among others.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Undertake research and policy analysis on current and emerging macroeconomic issues and its wider implications on the Fijian economy and provide sound macroeconomic advice to management.
2. Formulate projections for macroeconomic aggregates such as Gross Domestic Product (GDP), Trade (Imports and Exports) and Balance of Payments (BOP).
3. Assist in preparation of the national budget and budget documentation.
4. Represent the Ministry at various macroeconomic consultative committee and industry meetings.
5. Provide statistical update on macroeconomic indicators and sectoral issues.
6. Update the macroeconomic database with latest statistical releases.
7. Assist in the preparation of presentations, speeches and ministerial statements for the Permanent Secretary and/or Minister.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Preparation of reliable macroeconomic forecasts (Gross Domestic Product (GDP), Trade and Balance of Payments (BOP)) for release within stipulated timeframes as per forecasting schedule.
2. Information/policy briefs on macroeconomic issues to be completed within agreed timeframes.
3. Release of Statistical /Economic Updates as outlined in the work plan schedule.
4. Updated Database within agreed timeframes.

PERSON SPECIFICATION

In addition to Bachelor's Degree in Economics/Accounting or equivalent relevant work experience or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 1-2 years' experience providing high level administrative support to senior management of a large organisation
2. Possess sound knowledge of Government Financial Procedures, procurement regulations and law

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. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Services 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