



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: MANAGER ECONOMIC POLICY RESEARCH & ANALYSIS

CORPORATE INFORMATION

1. Position Level: Salary Band K
2. Salary Range: \$66,493.04 - \$84,699.48
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Fiscal Policy Research and Analysis
 - b) **Liaises with:** Staff from across all Ministries, FRCS, International Organizations, Statutory Authorities, Private Sector and Public
 - a) **Subordinates:** 4

POSITION PURPOSE

This position provides advice on Government's overall fiscal policy direction, undertakes in depth economic/financial analysis and research to formulation of budget policies, supervises processing of tax incentives and concessions, and coordinates preparation of budget documentation, including the Budget Speech and the Supplement to the Budget Address.

KEY RESPONSIBILITIES

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

1. Provide sound professional and timely advice to Permanent Secretary and Minister on fiscal policy, research and analysis of economic and fiscal issues in Cabinet papers and policy reports.
2. Undertake research and provide analysis on macroeconomic variables such as inflation, investment, taxation and other revenue policies.
3. Supervise and ensure the timely processing of taxation/customs incentives and concessions in line with relevant legislation;
4. Assess budget submissions from private sector, NGO's, civil society, academia and general public and drafting of new revenue policy proposals for the national budget in line with Government's objectives and policy direction.
5. Ensure timely production of budget document including Budget Address, Fiscal Update/Supplement to the Budget Address and other related Budget documents; organise and participate in pre-Budget and post-Budget consultation and other economic Forums nationally and regionally with stakeholders as and when required;
6. Represent the Permanent Secretary and/or Minister regional meetings as and when required and prepare presentations and other media/ public related documents for the Permanent Secretary and/or Minister;
7. Represent the Permanent Secretary in Government Committees and Boards at national, regional and internal levels;
8. Ensure the proper management of financial resources; ensure all staff are recruited, managed and trained, in accordance with policy and legislative requirements, to achieve quality service delivery.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Formulation of National Budget documents including budget supplement chapters, revenue forecast and revenue policies.

2. Ensuring the timely processing of taxation/customs incentives and concessions in line with relevant legislation;
3. Assessment of budget submissions from private sector, NGO's, civil society, academia and general public and drafting of new revenue policy proposals for the national budget in line with Government's objectives and policy direction.
4. Ensure timely production of budget document including Budget Address, Fiscal Update/Supplement to the Budget Address and other related Budget documents;

PERSON SPECIFICATION

In addition to Post Graduate Degree (or equivalent) in Economics, Econometrics, and Macroeconomic Analysis (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 10 years' experience managing fiscal responsibilities as well as in depth research and analysis experience with a focus on macroeconomic and revenue policy impacts in a large organization
2. Sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities.
3. Sound knowledge of Government financial framework including the procurement law and regulations
4. High level experience dealing with economic policy matters and conducting negotiations/consultations with senior individuals and agencies.

SKILLS AND ABILITIES

1. Ability to exercise effective judgment and give comprehensive advice on economic and fiscal matters to Senior Management
2. Ability to formulate and administer policies and initiatives to ensure the successful delivery of Ministry outcomes.
3. Strong ability to manage resources with a service-oriented approach and commitment to supporting the operational /corporate environment of the Ministry;
4. Ability to work under pressure multitask and respond quickly to Senior Management when required
5. Lead and mentor staff effectively.
6. Excellent communications skill: written and verbal
7. Team focused with the ability to lead and mentor staff within the required legislative and policy framework;
8. Capacity to utilise computer programs to support the operations of complex 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

