



MINISTRY OF FINANCE

JOB DESCRIPTION: Manager International Cooperation

CORPORATE INFORMATION

1. **Position Level:** Band K
2. **Salary Range:** \$66,493.04- \$84,699.48
3. **Duty Station:** Suva, with occasional local and international travel required.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Head of Budget and International Cooperation
 - b) **Liaises with:** Ministry staff, international organisations, UN agencies, Donors and International Community
 - c) **Subordinates:** 5

POSITION PURPOSE

The incumbent will coordinate the development and implementation of strategic policies and programmes for engagement with bilateral and multilateral development partners. The role is accountable for managing the secretariat functions of the Budget and Aid Coordination Committee (BACC), which oversees donor aid facilitation and the approval of project proposals for aid funding to ensure efficient resource allocation and alignment with the National Development Plan (NDP) and Government priorities. It also helps coordinate and harmonise all foreign aid received either as bilateral or multilateral aid. Responsibilities include policy analysis, monitoring, evaluation, and reporting of aid-funded projects and programmes.

Key Responsibilities

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

1. Develop and implement strategic policies and programmes for engagement with bilateral and multilateral partners, ensuring alignment with the National Development Plan (NDP) and international commitments;
2. Provide accurate and timely advice on donor-funded programmes (grants and aid-in-kind projects), ensuring coherence with national priorities;
3. Monitor, evaluate, and report on Whole-of-Government (WOG) donor funded programmes, to strengthen accountability and transparency;
4. Ensure development assistance is administered in accordance with relevant financial laws, regulations, and guidelines;
5. Engage with development partners to mobilise support, coordinate technical and financial assistance, and align partner-funded initiatives with national priorities;
6. Prepare and provide regular reports and briefs on aid funded activities and initiatives for senior management;
7. Provide technical support to line ministries for the timely implementation of donor-funded programmes;
8. Represent the Ministry at meetings, forums, budget consultations and support policy planning and monitoring across the social, infrastructure, and general administration sectors within the Budget Division;
9. Provide technical input into presentations, ministerial statements, parliamentary responses, cabinet papers, press releases, and speaking notes;
10. Manage the international cooperation team to deliver quality outputs and contribute to corporate requirements including planning, budgeting, and human resources activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All relevant policies, papers, reports, speeches, briefings, comments and submissions and plans are compiled/developed, endorsed and successfully submitted/implemented within the agreed timeframes, and specific requirements.
2. Effectively managing all development finances related matters and ensuring maximum compliance to respective legislations and regulations and incorporating mechanisms for monitoring of development assistance.
3. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives.
4. All relevant local and international meetings organised by development partners are attended to as and when required, and Fiji's national positions are well maintained.

PERSON SPECIFICATION

In addition to a Masters in Economics, Development Studies, Climate Change or environment Management or similar from a recognized institution [or equivalent relevant experience], the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 10 years working in a development and or international cooperation environment;
2. Demonstrated experience liaising with stakeholders from different organisations and backgrounds in order to meet varying priorities and needs.
3. Sound knowledge and understanding of Fijian Government financial legislation and socio-economic dynamics and development priorities and or prior experience which demonstrates the ability to rapidly acquire knowledge.
4. Possess strong technical background, proven management track record and demonstrates potential for developing the required management skills.

SKILLS AND ABILITIES

1. Excellent communication skills with the ability to identify issues and negotiate successful outcomes with high level key stakeholders from diverse backgrounds.
2. Demonstrated ability to manage a diverse team to think creatively, identify problems and solutions in order to meet priorities and deadlines.
3. High-level analytical, data interpretation and monitoring and evaluation skills.
4. Be a team player with proven ability to work in multi-disciplinary, multi-cultural and/or cross-sector team environment.
5. Ability to effectively provide advice, assess and report on development projects, programmes and frameworks.
6. Ability to interact and build strong network with stakeholders at all levels.
7. Ability to work under pressure, undertake multiple tasks and meet stringent timelines.
8. Excellent written and verbal communication skills with high proficiency in use of software and technology.
9. Service orientated approach with a commitment to supporting the operational/corporate goals of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

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