



MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: MCC COMPACT NATIONAL COORDINATOR

CORPORATE INFORMATION

1. Position Level: Salary Band M
2. Salary Range: [\$82,871.63 - \$106,549.24]
3. **Duty Station:** Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary for Finance through Head of Budget
 - b) **Liases with:** MCC Washington Country Team, Ministers, Permanent Secretaries, Line Ministries, Steering Committee, Development Partners, Private Sector, Civil Society
 - c) **Subordinates:** 7 and consultants
 - d) **Term:** One (1) year project-based contract term, with the possibility of extension.

POSITION PURPOSE

The MCC Compact National Coordinator is the Government of Fiji's most senior operational leader for the development of Fiji's Millennium Challenge Corporation (MCC) compact, a five-year United States Government grant programme designed to reduce poverty through private sector-led economic growth. The National Coordinator bears full operational responsibility for the pace, quality and ultimate success of Fiji's compact development process across a 22 to 30-month engagement with MCC. The position leads the multidisciplinary Compact Development Team (CDT), serves as the Government's primary counterpart to MCC's Washington-based country team, chairs the inter-ministerial Steering Committee, manages the Compact Development Funding (CDF) grant and Government compact budget, and ensures all formal submissions to MCC meet international technical standards and MCC's investment criteria. The CDT is embedded within the Budget Division of the Ministry of Finance, and the National Coordinator is accountable for ensuring that the CDT's work is undertaken in accordance with the CDF Agreement, applicable CDF implementation documents and approved implementation arrangements. National Coordinator is engaged on a full-time basis.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

- 1) Lead and manage all four phases of the MCC compact development process, namely Preliminary Analysis, Problem Diagnosis and Concept Definition, Project Definition and Development, and Negotiation, bearing full operational responsibility for pace, technical quality and milestone achievement.
- 2) Serve as the Government of Fiji's primary point of contact for the exchange of critical operational and technical information with MCC's Washington-based country team and develop a clear and complete understanding of MCC's compact development requirements.
- 3) Lead the recruitment, management and quality assurance of the CDT across all phases.
- 4) Chair the Inter-Ministerial Steering Committee, secure whole-of-government alignment on Compact priorities and binding constraints and manage the engagement of senior officials and Ministers throughout the process.
- 5) Oversee and quality assure all formal MCC submissions, including the Constraints Analysis, Concept Notes, the Joint Design Document and supporting technical studies, ensuring outputs meet MCC's investment criteria and international standards.
- 6) Manage the CDF grant and coordinate the Government Compact development budget, ensuring sound financial, procurement and legal oversight in accordance with the CDF Agreement, applicable CDF implementation documents and approved Government processes.
- 7) Lead meaningful stakeholder engagement across government, the private sector, civil society and development partners, and serve as the public face of the Government's Compact development efforts.
- 8) Undertake any other duties as directed by the Permanent Secretary that are consistent with the role and aligned to the successful development and delivery of Fiji's MCC Compact.

KEY PERFORMANCE INDICATORS

For Government of Fiji employment and performance-management purposes, performance will be assessed against the following indicators:

- 1) All Compact development phase milestones are achieved within MCC timelines, culminating in a signed Compact approved by the MCC Board of Directors.
- 2) All formal submissions to MCC, including the Constraints Analysis, Concept Notes and Joint Design Document, meet MCC investment criteria and are accepted without major rework.
- 3) Whole-of-Government alignment and effective Inter-Ministerial Coordination are maintained throughout the Compact development process.
- 4) The CDT is effectively led and resourced, and the CDF grant and Government Compact development budget are managed in accordance with the CDF Agreement, applicable CDF implementation documents and approved Government processes.

Person Specifications

In addition to a Masters degree or higher (or equivalent relevant experience) in Economics, Development Planning, Public Policy, Business Management, Project Management, Sustainable Development or a related discipline. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 1) At least 10 years of experience working at the highest levels of government, the private sector or international development organisations.
- 2) A high degree of comfort with the management of large, complex, interdisciplinary projects or processes.
- 3) Knowledge of economic development issues or prior work with international development organisations.
- 4) Exposure to the discipline of project management and the leadership of multidisciplinary teams.
- 5) Working knowledge of Fiji's public financial management framework, including the Financial Management Act 2004, Finance Instructions 2010 and Procurement Regulations 2010, and their application to donor-funded programmes.

Skills and Abilities

- 1) Ability to lead and manage a complex, time-bound, internationally accountable programme to demanding milestones.
- 2) Ability to manage and respond to pressures from political leaders, business leaders and the public.
- 3) Ability to coordinate multiple streams of complex work and delegate tasks without losing sight of details.
- 4) Ability to communicate clearly and effectively, and to inspire and motivate stakeholders and staff.
- 5) Ability to negotiate and build consensus at the highest levels of government and with international counterparts.

Personal Character & 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.