MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: ECONOMIST (FISCAL FORECASTING, POLICY, RESEARCH AND ANALYSIS)

CORPORATE INFORMATION

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

POSITION PURPOSE

The position will be accountable to the Manager (Fiscal Forecasting, Policy, Research and Analysis).

KEY RESPONSIBILITIES

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

1. Prepare monthly and quarterly reports on the status of Government finances and analyze fiscal trends;
2. Assist with the formulation of revenue policy and revenue forecasts for the National Budget;
3. Undertake relevant analysis and assessments on fiscal policy issues;
4. Assist in the preparation of annual National Budget Strategy and Medium Term Fiscal Framework;
5. Assist with the drafting of budget documents and policy papers, particularly those covering fiscal and taxation policies;
6. Support management in devising new methodologies for revenue and taxation forecasting;
7. Provide secretariat and logistical support for relevant meetings and forums; and
8. Undertake other tasks as delegated by management.

KEY PERFORMANCE INDICATORS

1. Inputs for National Budget Strategy to Management and assist in production of Budget Documents: Budget Estimate, Budget Supplement, Budget Kit
2. Develop revenue policy papers for Revenue Policy Committee meetings
3. Monthly fiscal reports to management
4. Research and analyze policy issues in key sectors of the economy

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 analyse and solve problem with practical solutions.
2. Well versed in MS Office applications including PowerPoint, Word and Excel.
3. Ability to work independently and seek guidance when needed.
4. Ability to multi-task without loss of quality in output delivery.
5. A person who poses good communication and analytical skills
6. Effective oral and written communication skills with excellent command of English.

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