

JOB DESCRIPTION

MTCSMEC 70/2024: SENIOR ECONOMIST – ECONOMIC UNIT

CORPORATE INFORMATION

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| 1. Position Level: | Band G |
| 2. Salary Range: | \$28,605.45 - \$38,140.60 (Step 1 – Step 4) |
| 3. Duty Station: | Civic Tower, Suva |
| 4. Reporting Responsibilities: | a) Reports to: Principal Business Advisory Officer
b) Liaises with: Directors, HODs, Government, Private Sector, International and Regional Agencies and other stakeholders
c) Manages: Economic Policy Officers (4) |

POSITION PURPOSE

The Senior Economist assists the Economic Unit in the formulation, implementation, monitoring and reviewing of policies and projects that help to enhance private sector development in commerce, industry, investment, innovation, micro, small and medium enterprises (MSMEs), competition and consumer protection.

KEY RESPONSIBILITIES

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

- 1) Oversee research, data collection and analysis for the development of policy and programmes;
- 2) Formulate recommendations, policies and analytics to help to help solve economic problems for internal and external stakeholders;
- 3) Provide timely, accurate and relevant advice for the development of evidence-based policies and initiatives;
- 4) Contribute innovative ideas to assist with the development of policies and standard operating procedures to improve operational efficiency and effectiveness;
- 5) Provide technical and advisory support in the administration of the Fijian Made-Buy Fijian Campaign, National Export Strategy, Young Entrepreneurship Scheme and other programmes administered by the Ministry;
- 6) Coordinate across Government agencies for the effective implementation of projects, programmes and legislation; and
- 7) Actively contribute to the Ministry and corporate requirement, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Successful and timely implementation of assigned policies and programmes that support the Economic Unit's objectives and enables delivery of activities within agreed timeframes and budget;
- 2) Effective management of Economic Policy Officers to assist in the Economic Unit's continuous professional development and delivery of operational requirements;
- 3) Contribution to the development of the Economic Unit's policies, projects and procedures, particularly through innovative suggestions.
- 4) Effective and timely management of resources and compliance with operational requirements to enable successful delivery of quality and timely outputs identified in Individual Work Plans, which assist with the Economic Unit's Work Plans and the Ministry's Operational Plans.

PERSONS SPECIFICATION

The applicant must possess a Bachelor's Degree in Economics or similar field with equivalent relevant experience. A Postgraduate Degree in Economics or similar field is desirable. The Knowledge, Experience, Skills and Abilities required to successfully undertake the role are:

Knowledge and Experience

- 1) At least 3 years' experience in policy development and analysis;
- 2) Understanding of key trade, investment, business regulatory environment and general economic issues and trends at the global, regional and national level that have potential to affect the Fijian economy;
- 3) Demonstrated experience in project management, particularly in the effective delivery of public sector programmes;
- 4) Experience in dealing with economic research, data analysis and policy development;
- 5) Good understanding of the Fijian economy and its key sectors; and
- 6) Strong background knowledge to effectively and efficiently plan, manage and deliver results utilising available resources.

Skills and Abilities

- 1) Ability to provide innovative solutions to complex problems;
- 2) Ability to deliver high quality work and manage multiple priorities;
- 3) Strong research, analytical and assessment skills;
- 4) Achieve results by forging successful partnerships and working with a combination of internal and external stakeholders;
- 5) Excellent interpersonal, written and oral communication skills;
- 6) Ability to formulate and administer policies and initiatives to achieve the desired goals and objectives of the Ministry; and
- 7) Ability to work constructively in a dynamic team.

PERSONAL CHARACTER

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.