

JOB DESCRIPTION

MTCSMEC 50/2024: PRINCIPAL BUSINESS ADVISORY OFFICER – ECONOMIC UNIT

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$43,296.63 - \$55,508.50 (Step 1 – 4)
3. Duty Station: Level 3 Civic Tower, Suva
4. Reporting Responsibilities:
 - a) Reports to: Director Economics
 - b) Liaises with: Permanent Secretary, Heads of Department, Government Agencies, regional and international organisations, non-government organisations, development partners, training institutes and private sector stakeholders
 - c) Subordinates: Senior Economist (1) and Economic Planning Officer (3)

POSITION PURPOSE

The Principal Business Advisory Officer (PBAO) primarily serves to enhance private sector development by formulating, implementing, monitoring and reviewing policies, initiatives and projects of the Ministry for enterprises. This includes, management skills and business essentials for enterprise development. The role also includes review and reform of processes to facilitate private sector development, particularly micro, small and medium enterprises.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Formulate and implement policies, projects and initiatives that will lead to sustainable private sector growth;
- 2) Contribute innovative ideas to assist with the development of policies and standard operating procedures to improve operational efficiency and effectiveness;
- 3) Administer and oversee private sector development-related programmes of the Ministry, including the registration, application processing and provision of Secretariat support services in accordance with agreed standard operating procedures;
- 4) Undertake periodic review of relevant legislation to improve the effective and efficient delivery of services for enterprises;
- 5) Provide guidance and overall supervision of research and analytical work on private sector development in commerce, industry, micro, small and medium enterprises (MSME), investment, services, competition and consumer protection;
- 6) Conduct and supervise research and analyse data from the Ministry database and from external sources for informed decision making and private sector development and growth;
- 7) Actively engage in promotional and awareness on the key initiatives led by the Unit on behalf of the Ministry;
- 8) Actively consult the private sector including MSMEs, analysis economic situations recommend policies in order continue to position Fiji as a vibrant, dynamic and internationally competitive economy serving as the hub of the Pacific; and
- 9) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources 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 Ministry's objectives and enables delivery of activities within agreed timeframes and budget;
- 2) Increased awareness on all the activities of the Ministry relating to private sector development;
- 3) Effective management of subordinates to assist in the Ministry's continuous professional development and delivery of operational requirements; and
- 4) Enhanced stakeholder consultation for the development of policies, strategies and initiatives.

PERSON SPECIFICATION

The applicant should possess a Post Graduate qualification in Economics, Commerce, or a related field. A Bachelor's degree in Economics, or a similar field, with at least 6 years of experience in relevant policy development, implementation and analysis, will be considered in lieu of a postgraduate qualification

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 1) 6 years of experience in relevant policy development, implementation and analysis;
- 2) Sound knowledge of the Fijian business and regulatory environment is essential;
- 3) Understanding of potential business risks and mitigation measures;
- 4) Demonstrated capability in project management, particularly requiring the practical and technical knowledge for effective programme delivery; and
- 5) Demonstrated experience in dealing with economic research, data analysis and policy development;
- 6) Knowledge and understanding of financial management requirements, including the processing of expenditure and adhering to procurement principles within public sector legislation and policy.

Skills and Abilities

- 1) Ability to provide action-oriented, high-level policy advice to internal and external stakeholders for private sector development;
- 2) Effective skills and ability to lead relevant legislative and policy reforms through the application of innovative methodologies;
- 3) Sound interpersonal and communication skills (both written and verbal);
- 4) Demonstrated ability to plan and organise activities and projects;
- 5) Ability to work cooperatively within a team environment; and
- 6) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER

All applicants 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 Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, 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.