



JOB DESCRIPTION

MTCMSMEC 94/2024: BUSINESS ADVISORY AND IMPLEMENTATION OFFICER – MICRO SMALL AND MEDIUM ENTERPRISES (MSME) FIJI

CORPORATE INFORMATION

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| 1. Position Level: | Band F |
| 2. Salary Range | \$24,261.72 - \$30,615.98 (Step 1 – Step 4) |
| 3. Duty Station: | Suva |
| 4. Reporting Responsibilities | a) Reports to: Principal Business Advisory Officer
b) Liaises with: Heads of Departments, Ministry staff, Government Agencies, Stakeholders
c) Subordinates: N/A |

POSITION PURPOSE

The position is responsible for the delivery of the Ministry's advice to Micro Small and Medium Enterprises (MSMEs) and programme implementation. The position implements Micro Small and Medium Enterprise related projects and programmes, conducts training programmes and provides administration support services for the wider team's delivery of core functions.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Conduct business training services for clients that have been referred and/or requested these services.
- 2) Attend to all visitors and liaise with other Government agencies, private sector, civil society and donors on matters raised by colleagues.
- 3) Assisting the Divisional Manager in the preparation of key reports, budgets, cash-flow forecasts and contractual arrangements. Ensuring this is done while maintaining accurate records for the team's reporting.
- 4) Understand the 'landscape' of Micro Small and Medium Enterprise support programmes available in the economy, to refer clients to and they can access these services.
- 5) Provide relevant business advice, skills and business development services to Micro Small and Medium Enterprises, in conjunction key stakeholders in the Division.
- 6) Actively contribute to the Ministry and corporate requirements, including planning, budgeting, stakeholder surveys and human resource activities where required.

KEY PERFORMANCE INDICATORS

- 1) Successful implementation of assigned policies and programmes that support Micro Small and Medium Enterprise (MSME) Fiji's objectives and enables delivery of activities within agreed timeframes and budget.
- 2) Contribution to the development of Micro Small and Medium Enterprise Fiji's core projects, programmes and procedures for service delivery.
- 3) Providing effective service delivery for Ministry stakeholders, particularly in the timeliness and accuracy of delivery and in suggestions for improvement.
- 4) Effective and timely management of resources, ensuring compliance with operational requirements to enable successful delivery of quality and timely outputs identified in Individual Work Plans which assist with Ministry's Operational Plan.

PERSONS SPECIFICATION

The applicant must possess a Bachelor's Degree in Management, Business, Economics, Finance or similar field together the following Knowledge, Experience, Skills and Abilities to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Sound knowledge of issues facing Micro Small and Medium Enterprises.
2. Some experience in delivery of projects management, particularly in the effective delivery of public sector programmes.
3. Knowledge of how to conduct research, data analysis and programme delivery.
4. Good understanding of the Fijian economy and its key sectors.

SKILLS AND ABILITIES

1. Excellent communication skills and the ability to deliver good customer service in a professional demeanour.
2. Ability to follow instructions and meet set deadlines, in particular regarding human resource administration activities.
3. Demonstrated ability to work cooperatively within a team environment.
4. Demonstrated ability to maintain confidentiality, in a public sector environment.
5. Capacity to utilise computer programs to support the operations of complex organisation.
6. Service oriented approach, with a commitment to supporting the operations 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 age 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.