



## JOB DESCRIPTION

### MTCMSMEC 93/2024: ECONOMIC POLICY OFFICER – ECONOMIC UNIT

#### CORPORATE INFORMATION

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: Senior Economist  
b) Liaises with: Directors, Head of Departments, Government, Private Sector and other stakeholders

#### POSITION PURPOSE

The Economic Policy Officer provides support to the Senior Economist 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) Conduct comprehensive research, data collection and analysis to assist in the development of policies and programmes;
- 2) Provide timely, accurate and relevant advice to assist in the development of evidence-based policies and initiatives;
- 3) Implement policy initiative and projects that support the growth and diversification of economic sectors for the continued sustainable growth of the economy;
- 4) Formulate recommendations, policies and analytics to help solve economic problems for internal and external stakeholders;
- 5) Contribute innovative ideas to assist with the development of policies and standard operating procedures to improve operational efficiency and effectiveness;
- 6) Effectively administer Ministry projects, programmes and legislation; and
- 7) Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Successful implementation of assigned policies and programmes that support the Ministry's objectives and enables delivery of activities within agreed timeframes and budget;
- 2) Contribution to the development of policies, projects and procedures that support private sector growth;

- 3) Provision of effective service delivery for Ministry stakeholders, particularly in timeliness and accuracy of delivery and in suggestions for improvement; and
- 4) Provision of high quality and relevant data and information for the development of policies and initiatives within agreed timelines.

## **PERSONS SPECIFICATION**

In addition to a Bachelor's Degree in Economics or similar field or equivalent, the Knowledge, Experience, Skills and Abilities required to successfully undertake the role are:

### **Knowledge and Experience**

- 1) Sound knowledge of economic-related issues;
- 2) Some experience in project management, particularly in the effective delivery of public sector programmes;
- 3) Sound understanding on private sector development;
- 4) Knowledge in dealing with economic research, data analysis and policy development; and
- 5) Good understanding of the Fijian economy and its key sectors.

### **Skills and Abilities**

- 1) Ability to provide innovative solutions to complex problems;
- 2) Customer service skills and a professional demeanor;
- 3) Excellent interpersonal, written and oral communication skills;
- 4) Strong research, analytical and assessment skills;
- 5) Ability to work constructively in a dynamic team;
- 6) Ability to coordinate programmes and activities to achieve the desired goals and objectives of the Ministry; and
- 7) Ability to build and maintain strong relationships and engagement with relevant stakeholders in the public and private sector.

## **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.