



JOB DESCRIPTION

MTCMSMEC 103/2024: TRADE POLICY OFFICER – TRADE UNIT

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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: Senior Economist (Trade)
b) Liaises with: Head of Departments, Government Agencies, Pacific Islands Forum Secretariat, World Trade Organisation, World Bank Group, International Finance Corporation, Development Partners, to name a few. |

POSITION PURPOSE

The Trade Policy Officer is responsible for the formulation and implementation of policies and initiatives to enhance Fiji's international trade, provide technical input in trade negotiations and coordinate trade and investment activities in consultation with Trade Commission and foreign-based missions.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- (1) Provide value added policy intelligence and analysis on the local market and key sectors, current bilateral trade patterns, public and private sector priorities in a future trade negotiation, and on risks and opportunities for future bilateral trade;
- (2) Support to trade policy formulation through provision of evidence-based recommendations on strategy;
- (3) Work closely with relevant public and private sector stakeholders to identify and recommend action on existing or emerging market access barriers for Fijian companies;
- (4) Design and manage local awareness campaigns to gain support for trade policy objectives;
- (5) Review draft reports to ensure accuracy, precision, and clarity of presentation of economic issues and data; and
- (6) 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) Improved trade and economic performance of Fiji in the regional and international markets;
- (2) Enhanced information and data for better decision making and development of negotiating positions;
- (3) Awareness and promotion effectively undertaken and success stories submitted; and

- (4) Contribution made to planning, budget and human resources activities in a timely manner.

PERSON SPECIFICATION

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

Knowledge and Experience

- (1) Knowledge of advanced economics, including theories and empirical techniques relevant to conducting research studies in applied economics, development, trade, industrial organisation and related fields.
- (2) Knowledge of econometric techniques for the analysis of data files and sensitivity analysis techniques when using econometric models.
- (3) Experience in working with stakeholders, including public, private, civil society and international partners.

Skills and Abilities

- (1) Ability to work within a team and with minimum supervision;
- (2) Ability to develop findings and author reports that adequately inform on the merits and limitations of an economic analysis; and
- (3) Oral and written communications skills, while working in a collaborative environment.

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.