



JOB DESCRIPTION

MTCMSMEC 13/2025: PROGRAMME DIRECTOR – MSME FIJI

CORPORATE INFORMATION

1. Position Level: Band M
2. Salary Range: \$80,457.89 - \$103,445.86 (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to the Permanent Secretary for Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications
 - b) Liaises with Hon. Minister, Heads of Departments, Ministry Staff, Government Agencies, statutory bodies, regional and international organisations, development partners, foreign missions, educational institutes and private sector, general public
 - c) Subordinates: Chief Business Advisor MSME Fiji (2); Principal Business Advisory Officer (1), Divisional Manager Business Advisory (4) and Senior Monitoring and Evaluation Officers (3)

POSITION PURPOSE

The position is responsible to the Permanent Secretary to formulate policies, strategies and initiatives on micro, small and medium enterprise (MSME) development. In particular, the Director will facilitate business training, mentoring, advisory, incubation services and access to finance. Whilst ensure effective and timely monitoring and evaluating of the implementation of MSME-related projects.

KEY RESPONSIBILITIES

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

1. Develop essential set of programmes that supports the MSME sector and their development in Fiji, guided by the National Development Plan (NDP);
2. Implement key projects and programmes under the ambit of MSME Fiji;
3. Implement approved policies and strategies part of the 5-Year and 20-Year NDP to sustainably grow the MSME sector;
4. Develop and implement an MSME Policy and Masterplan that provides forward-looking plans and strategies for the development of existing MSMEs, encouraging expansion of market to exports and also investment in new and emerging industries;
5. Develop a comprehensive national MSME database, which will provide information on all registered MSMEs in Fiji that will enable MSME Fiji to improve awareness of MSME's

- expertise, provide targeted, direct communication path to these MSMEs and facilitate partner search and cooperation between MSMEs and other enterprises and organisation;
6. Consolidate all MSME-related programmes of the Ministry and wider Fijian Government;
 7. Monitor the performance of MSMEs and provide recommendations on further policy interventions to elevate the potential MSMEs to the next level;
 8. Develop a legal framework for MSME Fiji, in line with other applicable laws of Fiji;
 9. Engage in effective consultation and regular dialogue with the business community to enhance linkages along the value chain; and
 10. 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. All programmes of the Ministry, that is, Integrated Human Resources Development Programme, Northern Development Programme, National Centre for Small and Micro Enterprise Development, are consolidated under MSME Fiji and are working in a coordinated manner, within approved timelines;
2. A robust national MSME database operationalised within approved timelines and indicators;
3. Key programmes, such as Research and Innovative Scheme for Enterprises (RISE), Young Entrepreneurship Scheme (YES), National Youth Awards, are implemented as per approved timelines;
4. MSME-related project monitoring and evaluation report with appropriate recommendation submitted and endorsed with approved timelines;
5. Training plan for MSMEs developed, endorsed and followed for skills development of MSMEs; and
6. MSME policy, masterplan and MSME Fiji legal framework developed and endorsed by Cabinet.

PERSON SPECIFICATION

The applicant must possess a Masters in Economics or in any similar field, with the following Knowledge, Experience, Skills and Abilities to successfully undertake this role.

A Bachelor's Degree qualification with at least 7 years of relevant work experience will be considered.

Knowledge and Experience

- 1) At least 5 years' experience working in an economic environment or similar field;
- 2) Demonstrated and proven experience at managerial or supervisory level in economic development and high level understanding of global economic and macroeconomic trends, opportunities and challenges for the sustainable development of MSMEs;
- 3) Experience in leading, coordinating and ensuring effectiveness of projects and programmes that support the sustainable development of the economic/commerce sector;

- 4) Knowledge of the Fijian Government's development frameworks, national vision for industry development, investment and commercial sectors and technological development in the region and internationally;
- 5) Experience of macroeconomic model-building;
- 6) Understanding of the legal requirements and laws of Fiji;
- 7) Knowledge of conceptualising, implementing and managing policy-oriented research, action-research and/or development projects and statistics;
- 8) Knowledge and experience in access to finance and experience in applying modern management practices.

Skills and Abilities

- 1) Exceptional writing, communication, interpersonal, representational and superior leadership skills;
- 2) Strategic thinker and personal attributes of optimism, enthusiasm and resilience;
- 3) Ability to negotiate commercial contracts;
- 4) Ability to formulate and administer economic policies and initiatives for the sustainable development of economic/commerce sector;
- 5) Ability to undertake, oversee and guide research and analyse economic development issues within the broader framework of sustainable economic development;
- 6) Strategic ability to coordinate trainings, mentoring and incubation in line with MSME needs;
- 7) Ability to direct, motivate, develop and evaluate a diverse team with set resources and budget; and
- 8) Service oriented approach with a commitment to supporting the operational and corporate environment of the Ministry.

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. Applicant must also be a Fijian Citizen, 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.