



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: PRINCIPAL ECONOMIC PLANNING OFFICER - PROJECT PLANNING, EVALUATION & MONITORING UNIT

CORPORATE INFORMATION

1. Position Level: An attractive remuneration package will be offered
2. Salary Range:
3. **Duty Station:** Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Strategic Planning through Manager Project Planning, Evaluation and Monitoring Unit
 - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
 - c) **Subordinates:** 7

POSITION PURPOSE

This position supports the day-to-day operations of the Project Planning, Evaluation and Monitoring Unit by assisting in the formulation of the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget using the new PSIP Guidelines, ensuring that Ministries' corporate plans are consistent with the development objectives of Government and the PSIP. The position will also support the provision of guidance and advice to sectoral ministries, departments and other agencies for effective project planning and project formulation.

KEY RESPONSIBILITIES

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

1. Formulate the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget;
2. Provide guidelines, advice and suggestions to sectoral ministries, departments, other agencies and assist them in the plans and projects formulation;
3. Provide project coordination and planning in all sectors of the economy;
4. Prepare & manage the National Infrastructure Investment Plans for sustainable financing;
5. Prepare bi-annual reports to cabinet on capital project implementation;
6. Prepare quarterly QPPR reports;
7. Support the implementation of large capital projects as and when required;
8. Provide advice on global / international agreements and provide necessary advice before commitment to any aid-in-kind or cash grants by bilateral / multi-lateral partners;
9. To engage with development partners;
10. Contribute to the delivery of specific outputs identified in the Strategic Planning Office Corporate and Business Plans;
11. Monitor and report on sustainable development goals;
12. Synchronize the implementation of project planning and budgeting processes, provide advice and encouraging partnerships between key stakeholders and national and international like-minded think tanks, as well as educational and policy research institutions, and designing sustainable capital projects and initiatives.
13. Evaluation and review of projects and programs implemented at national and sectoral level.

14. Representing the Ministry at government, inter departmental, national, international and special interest committees.
15. Undertake other activities as and when directed by the supervisors.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Play a lead role in the formulation of the Public Sector Investment Programme (PSIP) and capital budget for the annual budget.
2. Ensuring the timely submissions of the capital project reports to Cabinet Office.
3. Effective management of the projects in the National Infrastructure Investment Plan (NIIP) and QPPR.
4. Ensuring that the role of the Department is strengthened as a think tank in developing innovative and visionary plans for the country.

PERSON SPECIFICATION

In addition to Post graduate certificate (or equivalent) in Economics, Econometrics, Macroeconomic Analysis, Finance or similar from a recognized institution (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role.

Knowledge and Experience

1. At least 8 years' experience in project planning, monitoring and evaluation as well as experience in undertaking in depth research and analysis, with particular focus on project planning in a large organisation. The applicant should show evidence of well-rounded, forceful personality with proven intellectual capacity, management and supervision skills and an ability to give in depth advice.
2. Possess knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities.
3. Demonstrated capacity to identify and collect data to plan, monitor and report on project viability, and progress;
4. Possess sound knowledge of Government and Donor agencies financial processes and procedures, procurement regulations and law; and
5. High level experience dealing with economic policy matters, conducting negotiations/consultations with senior staff in Government and Non-Government agencies.

Skills and Abilities

1. Ability to give advice on the PSIP & capital matters to the Head of Strategic Planning through the Manager Project Planning, Evaluation & Monitoring Unit and also give comprehensive advice relating to the implementation of the NIIP to management;
2. Ability to formulate and implement policies, programmes and initiatives to ensure the successful delivery of Ministry outcomes;
3. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations;
4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to Head of Strategic Planning and/or Permanent Secretary when required;
5. Ability to manage resources, lead and mentor staff effectively; and
6. Excellent written and verbal communication skills with high proficiency in technology use.

Personal Character

All applications 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 Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 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.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.