



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: PROJECT PLANNING & POLICY ANALYST - PROJECT PLANNING, EVALUATION AND MONITORING UNIT

CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: \$32,038.10 - \$40,429.04
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:** Nil

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. Assist in the formulation of the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget;
2. Assist in the provision of guidelines, advice and suggestions to sectoral ministries, departments, other agencies and assist them in the plans and projects formulation;
3. Assist in project coordination and planning in all sectors of the economy;
4. Assist in the preparation & management of 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. Assist in the delivery of specific outputs identified in the Strategic Planning Office Corporate and Business Plans;
11. Assist in the monitoring and reporting on sustainable development goals;
12. Undertake other activities as and when directed by the supervisors.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely formulation of the Public Sector Investment Programme (PSIP) and capital budget for the annual budget.
2. 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. Contribute to 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 Undergraduate Degree (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 2 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.
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. Experience dealing with project matters, conducting negotiations/consultations in Government and Non-Government agencies and demonstrated capacity to independently carry out tasks in order to meet set deadlines.

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.
2. Ability to give comprehensive advice relating to the implementation of the NIIP to management.
3. Ability to formulate and implement policies, programmes and initiatives to ensure the successful delivery of Ministry outcomes.
4. Ability to exercise effective judgement, sensitivity and creativity to changing needs and situations;
5. 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
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