



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: MANAGER POLICY PLANNING & SECTORAL/REGIONAL

CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$64,556.35 - \$82,232.50
3. **Duty Station:** Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Strategic Planning Office
 - b) **Liaises with:** Ministry staff, Public Service Officers, External Stakeholders
 - c) **Subordinates:** 15

POSITION PURPOSE

The position is responsible for the provision of advice on socio-economic policy and strategic planning on both at national and sectoral basis and also carry out economic and social evaluation of government policies. The incumbent should assist in managing national strategic planning, meeting broad goals of government and enhancing the effectiveness of government agencies across the sector. The post has specific responsibility to assist Ministries/Departments in developing proposals for consideration by Cabinet that conform with the Government's policy and programme objective, provide advice on realistic and achievable policies which will contribute directly to achieving the Government's policy objectives, prepare information on a wide range of national development, economic and social issues, report to the Minister on sectoral and regional policy issues, appraise, review and evaluate capital and non-capital projects for inclusion in annual budgets.

The incumbent will be responsible to synchronize the implementation of 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 strategic and long-term policy and programme frameworks and initiatives, and monitoring their progress.

KEY RESPONSIBILITIES

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

1. Coordinate and monitor the implementation of National Development Plans, strategies and programmes within the framework of a long-term development perspective including any sector plans.
2. Provide advice on socio-economic policy and strategic planning on both at national and sectoral carry out economic and social evaluation of government policies.
3. Assist in managing national strategic planning, meeting broad goals of government and enhancing the effectiveness of government agencies across the sector.
4. Assist Ministries/Departments in developing proposals for consideration by Cabinet that conform with the Government's policy and programme objective, provide advice on realistic and achievable policies which will contribute directly to achieving the Government's policy objectives, prepare information on a wide range of national development, economic and social

issues, report to the Minister on sectoral and regional policy issues, appraise, review and evaluate capital and non-capital projects for inclusion in annual budgets.

5. Responsible to synchronize the implementation of 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 strategic and long-term policy and programme frameworks and initiatives, and monitoring their progress.
6. Evaluation and review of policies and programs implemented at national, sectoral or regional levels.
7. Representing the Ministry on government, inter departmental, national, international and special interest committees.
8. Deliver specific outputs identified in the Strategic Planning Office Corporate and Business Plans for section.
9. Monitor and report on sustainable development goals.
10. Develop an interagency innovative development policy in line with national strategic projects;
11. Strengthen the planning capacity within the central and local government to create innovative and creative financing schemes.
12. Assist in the formulation of the medium-term Public Sector Investment Programme (PSIP) and capital budget for the annual budget.
13. Prepare infrastructure investment plans for sustainable financing.
14. To provide guidelines to collect data and to carry out action-oriented research necessary for the evaluation of new policies and for the refinement of the planning process.
15. 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.
16. Establish a Policy Dialogue Committee which will play an effective forum for co-ordination of policy implementation and to address the various problems faced by the private sector.
17. Strengthen the role of the Department as a think tank in developing innovative and visionary plans for the country.
18. Undertake other activities as may be necessary in order to further the execution of the national development agenda, and the objectives mentioned above.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Play lead role in the formulation of the National Development Plan and ensure successful implementation, coordination and monitoring of the Plan.
2. Ensuring the proper coordination and planning in all sectors of the economy.
3. Successful monitoring and reporting of the sustainable development goals.
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

Post Graduate Diploma (or equivalent) in Economics, Econometrics, Macroeconomic Analysis, Finance or similar from a recognized institution (or equivalent relevant experience) and following Knowledge, Experience, Skills and Abilities required to successfully undertake this role

Knowledge and Experience

1. At least 10 years' experience providing policy advice and planning as well as in depth research and analysis experience with a focus on sectoral and policy planning in a large organization

2. 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. Previous experience of dealing with policy matters, conducting negotiations/discussions with senior staff in Government and Non-Government Agencies.
3. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities
4. Possess sound knowledge of Government financial processes and procedures, procurement regulations and law
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 comprehensive advice on strategic planning and national development matters to the Head of Strategic Planning.
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 the Permanent Secretary and/or Minister when required
5. Ability to manage resources, lead and mentor staff effectively
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