



MINISTRY OF FISHERIES

ECONOMIC POLICY, PLANNING AND STATISTICS DIVISION

ROLE DESCRIPTION: SENIOR ECONOMIC PLANNING OFFICER [1 POST]

VACANCY NO: MFish 21/19

CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary range:** \$28,605.45 - \$38,140.60
**Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.*
3. **Appointment Period:** Up to 3 years
4. **Duty Station:** Headquarters, Suva.
5. **Reporting Responsibilities;**
 - a. **Reports to:** Principal Economic Planning Officer
 - b. **Liases with:** Divisional Heads and staff, Government Agencies, Stakeholders, non-governmental organizations (NGO's) and the general public.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for consolidating fisheries statistics and trade and promotion activities and information for the Fisheries Sector. Through the Principal Economic Planning Officer (PEPO), the position is also responsible for providing quality policy advice on statistical, trade and promotion areas. The position is also responsible to support the Principal Economic Planning Officer (PEPO) in the policy and planning areas of the function of the Economic Policy Planning and Statistics (EPPS) of the Division.

KEY RESPONSIBILITY AREAS

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

1. Work with technical managers to consolidate and analyze key fisheries statistics in the areas of offshore fisheries, coastal fisheries and aquaculture;
2. Collation, compilation and analysis of the Ministry's key fisheries sector statistics and its annual publication, updating and maintenance of the Ministry's centralized statistics information system and conduct training on data collection for Ministry data collectors;

3. Facilitate and provide effective sector trade and investment advice and business guidelines covering all fisheries products through the publication of the Ministry's Annual Business Guide;
4. Exploring trade and market opportunities through research and trade intelligence on national, regional and global fisheries commodity prices to facilitate market prospects of existing and potential value added fisheries commodities;
5. Conduct technical economic assessments and financial analyses of existing or proposed programs, projects, or technical infrastructure interventions;
6. Ensure compilation and publication of the Ministry of Fisheries Annual Report;
7. Provide quality policy advice on areas of statistics, trade, investment and promotion to executive management;
8. Support PEPO in the Performance Assessment of Ministry programs through the Monitoring and Evaluation of the Ministry of Fisheries Annual Corporate/Operations Plan;
9. Organize and convene the Ministry of Fisheries' Statistics Committee and provide secretariat support to the Committee;
10. Provide secretariat support services for the Ministry Quarterly Review which includes to provide weekly or monthly briefs of work activities;
11. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, quality customer services, and employee health and safety, selection, discipline and performance management activities where required;

KEY PERFORMANCE INDICATORS

Performance will be measured through the following key indicators:

1. All agreed activities within the Operational and Individual work plans are completed and delivered in accordance to the specified timeframe and requirements;
2. All advice given and implementation carried out are in compliance with applicable legislation, policies and procedures and service quality standards;
3. Timely submission of factual and accurate reports and programme documentation including advice, briefings, correspondence and meeting minutes.
4. All reports and program documentation for the key responsibility areas meets quality standards and submitted within agreed timeframes.

PERSON SPECIFICATION

A Degree in Economics, Management, Development Economics, Sustainable Development, Commerce and International Trade **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required for the role:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' relevant work experience in formulating and analysing legislation compliant policy proposals and providing high level advice on sector wide implications of any proposed policy or programme change;
2. Demonstrated experience in the statistics collation, analysis and statistical summary briefs;
3. Demonstrated knowledge in liaising with senior staff from different organizations to meet varied priorities and needs;
4. Demonstrated knowledge in conducting technical, economic and financial analysis of projects including assets and infrastructure;
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Demonstrated ability to think creatively and independently;
2. Demonstrated ability to analyse and solve complex problems in a resource constrained environment;
3. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience;
4. Excellent oral and written communication skills and the ability to work within a team environment;
5. Capacity to utilise computer programs to support the operations of complex organization;
6. Service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Fisheries must be in sound health with a clear police record and be politically neutral. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Fisheries is an Equal Opportunity Employer. Applications are encouraged from all eligible and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.