



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	Principal Policy Analyst (Macroeconomics team)
POSITION LEVEL: 8/9	POSITION NUMBER (HRMIS): 273-00045
SALARY RANGE: \$54,414.22 - \$67,273.70	MINISTRY VACANCY NUMBER:
DIVISION: Economic Reform Unit (ERU)	DUTY STATION: Honiara
MINISTRY: Finance and Treasury (MoFT)	
THIS POSITION REPORTS TO:	Chief Policy Analyst-(SOE)
POSITIONS SUPERVISED:	Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate sound advice on Monetary, Budget and Fiscal Policy to the Solomon Islands Government. The core tasks of the Ministry include financial reporting, revenue collection, border protection, providing core ICT services across the public sector, government payments, preparing and managing the Annual Budget and advising the government on a range of financial policies and economic reforms.

The Economic Reform Division assists the Ministry of Finance and Treasury by supporting sustainable economic development through economic policy advice, developing and implementing economic reforms.

The unit focusses on three main areas: Macroeconomic analysis and advice; revenue policy analysis and advice; and analysis and advice on business regulation and financial inclusion, including the regulation of State Owned Enterprises (SOE).

This position will support and provide regular advice to the Minister of Finance on macroeconomic issues in particular Real GDP Forecasting, revenue analysis, and inflation forecasting. Supporting the Minister of Finance and Treasury in discharging his responsibilities under the Public Financial Management Act, including providing of economic analysis of on Key government development projects.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Provide analysis and advice on macroeconomic issues to promote sound economic policy development
2. Assist with the preparation of briefings, minutes, correspondence, press releases and speeches on economic issues;
3. Assist and supports other Government Divisions, departments and agencies in developing macroeconomic policy advice and analysis

4. Prepare analysis and advice on revenue measures and new sources of growth matters as and when requested;
5. consult with relevant stakeholders on macroeconomic policy and legislative matters to support the development of economic policy options;
6. Collection and analysis of economic data to provide sound economic advice to the Minister and HODs
7. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Quantity and quality of support provided to Ministers ensuring they are provided with advice to make sound economic decisions
2. Quantity and quality of assistance provided with preparation of briefings, correspondence, press releases are completed efficiently;
3. Works cooperatively and coordinates with relevant stakeholder in developing macroeconomic policy framework
4. Quantity and quality of reports on revenue measures of the Government and potential new sources of growth
5. Excellent consultation with stakeholders resulting in sound policy and legislative options and enhanced understanding of policy issues;
6. Quantity and quality of economic data is collected, analysed and transformed to sound policy options
7. All other duties are completed on time and to the satisfaction of managers;
8. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- A Bachelor degree in Economics, Commerce, Statistics, Accounting, Finance or Public Policy

Desirable Qualifications

- Preferably Bachelor degree in Economics, commerce
- Completion of quantitative subjects, in particular statistics or commerce, and/or subjects that involve economic data interpretation would be an advantage

Capabilities Required

- Ability to develop an understanding of economy policy issues in Solomon Islands
- Ability to work as a team providing economic analysis and policy advice

- High level communication, output management and problem solving skills are essential
- Ability to plan and prioritise work and work with minimal supervision

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

- KSC 1** Demonstrated ability to work as part of a team completing economic analysis, monitoring organisational performance and providing policy advice;
- KSC 2** Demonstrated ability to work with external stakeholders to develop policy options;
- KSC 3** Demonstrated ability to understand the current economic trends and business environment, its challenges and develop innovative solutions;
- KSC 4** High level of written and verbal communication skills; including the ability to prepare written reports, engage effectively with executives, staff and external stakeholders;
- KSC 5** Proficient keyboard skills with all Microsoft Office applications;
- KSC 6** Outstanding work attendance record together with a strong commitment to upholding Public Service values and code of conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2, 092.85 - \$2, 587.45

Annual Salary: \$54,414.22 - \$67,273.70

Annual Leave entitlement: **As per Ministry of Public Service Policy**

Other Conditions of Service relevant to this position:

- *A Housing Allowance or access to the Public Service Rental Scheme*
- *B Other standard leave entitlements outlined in the General Orders for SIG Public Servants*

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

23/06
.....
Date Approved

Additional Comments:

[Signature]