



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

<b>POSITION TITLE:</b>	<b>PRINCIPAL POLICY ANALYST</b>
<b>MINISTRY:</b>	Ministry of Finance and Treasury (MoFT)
<b>DIVISION:</b> Economic Reform	<b>DUTY STATION:</b> Honiara
<b>POSITION NUMBER:</b> 273-10053	<b>MINISTRY VACANCY NUMBER:</b>
<b>POSITION LEVEL:</b> L8/9	<b>SALARY RANGE:</b> \$54,414.22-\$67,273.70
<b>THIS POSITION REPORTS TO:</b>	Director Economics
<b>POSITIONS SUPERVISED:</b>	Senior Policy Analyst

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection, and ICT services across the Public sector.

The Economics Division supports sustainable economic development through the provision of economic policy advice to SIG, monitoring and supporting Private Sectors, developing and implementing economic reforms, business regulation, and macroeconomic management.

This position will contribute to the organisation's functions and strategies by providing policy advice and reform initiatives on revenue and Tax Policy issues. The position works with internal and external stakeholders to create a conducive environment for private sectors to promote economic growth.

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

1. Prepare briefings, correspondence, press releases, and speeches on tax policy and other regulatory reforms.
2. Consult extensively with internal and external stakeholders to develop and implement tax reforms under the National Government Strategy and Policy.
3. Initiate and implement tax revenue policy to support the National Government Budget.
4. Prepare cabinet submissions and briefings on the key Financial Sectoral legislative Reforms or any other policy framework.
5. Provide updates on the key tasks when requested by Executives (Director or Permanent secretary).
6. Assist and support the Director Economics with the development, implementation, and reporting of the Divisions and Revenue team's Corporate and Annual plans;

7. Undertake any other duties as required or directed by the Responsible officer or supervisor/ Director.

## **SECTION D - KEY DELIVERABLES**

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

1. Professional standard of advice and timely delivery of briefings, correspondences, press releases, and speeches on Tax and revenue policy to the Minister and other stakeholders.
2. Effective consultations completed with internal and external stakeholders on the development and implementation of tax reforms under the National Government Strategy and policy.
3. Quantity and quality of tax reform and tax revenue policy initiatives completed within a specified timeframe in line with the National Government Strategy and policy.
4. Professional completion of cabinet submissions and briefings of key Financial Sectoral Legislative Reforms and other Policy frameworks.
5. Efficient and timely updates on key tasks provided to MoFT HoDs & Executive on a monthly, quarterly period or as when requested.
6. Efficient and excellent assistance and support provided to the Director Economics in the development, implementation, and reporting of the Divisions and Revenue team's Corporate and Annual plans.
7. Quality and quantity completion of other duties assigned by Supervisor/Director.
8. 100% attendance and compliance with Code of Conduct.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Bachelor's Degree in Economics, Public Policy, and Governance.

### **Desirable Qualifications**

- Post Graduate or relevant experience

### **Capabilities Required**

- High-level quantitative and qualitative analysis skills for the preparation of Tax policy advice and Revenue estimates.
- Ability to communicate high-level advice to the Senior Executives and external stakeholders.
- Ability to liaise with internal and external stakeholders to progress the key legislative Reforms and other Revenue Tax Policies.

## SECTION F - KEY SELECTION CRITERIA

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

- KSC1: Demonstrated ability to understand Tax policy and provide advice to Senior Executive and external stakeholders;
- KSC2: Previous experience or ability to provide briefs on Tax Policy issues.
- KSC3: Demonstrated ability to understand and translate legal jargon into economic Policy advice;
- KSC4: Demonstrated ability to coordinate and work with team members to develop Revenue and Tax policy
- KSC5: Excellent communication skills; ability to network and engage efficiently with staff and other key stakeholders;
- KSC6: Highly developed computer skills with proficiency in Microsoft Office applications, particularly, Word and advanced Excel.
- KSC7: Outstanding work attendance record and 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: 28 days

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**

  
.....  
**Date Approved**

*Additional Comments:*

