OFFICE OF THE PRIME MINISTER

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# JOB DESCRIPTION: HEAD OF RESEARCH, POLICY & INTERNATIONAL RELATIONS

# CORPORATE INFORMATION

1. Position Band: K
2. Salary Band: $59,945.18 - $76,852.80

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Duty Station: Suva
2. Reporting Responsibilities;
3. **Reports To:** Deputy Secretary, OPM
4. **Liaises with:** Internal and External Stakeholders
5. **Subordinates**: Chief Research & Policy Officer, Principal Research & Policy Officers

## POSITION PURPOSE

The position facilitates thorough analysis of national, regional and international policies, programs and key fundamental issues as directed by the Permanent Secretary and the Prime Minister and provides appropriate advice and recommendations accordingly. The positions also oversee the International Relations activities.

## KEY DUTIES

The position will achieve its purpose through the following:

1. Assess, analyse and provide advice on any given subject on national, regional and international policies and programs for the Permanent Secretary and Hon. Prime Minister’s information and decision as and when required.
2. Constructively contribute to the formulation, implementation and evaluation of Ministerial and National policies through representation in Ministry or National policy consultation forums or through written submissions.
3. Coordinate and engage with the Ministry of Foreign Affairs on bilateral and multilateral areas of interest to the Honorable Prime Minister. Also follow through with key agencies on the implementation of the signed MOUs with key Development Partners.
4. Oversee and monitor the implementation of policies and programs of Government in the economic, socio-cultural, infrastructural and governance sectors.
5. Coordinate interagency consultations on discussions and preparations of bilateral issues for the Hon. Prime Minister’s official visits abroad including the finalisation of Talking Points and Speeches.
6. Coordinate with Ministry of Foreign Affairs and Overseas Missions the facilitation of the official State visits of the Hon. Prime Minister abroad as well as International forums.
7. Oversee and coordinate the analysis of Cabinet papers submitted by Ministers for discussions and decisions at Cabinet meetings for the information of the Permanent Secretary and the Hon. Prime Minister.
8. Work jointly with the Deputy Secretary and Secretary to Cabinet within the ministry in the implementation of internal policies and programs as assigned by the Permanent Secretary.
9. Coordinate the implementation of special projects and programs assigned to the Office of the Prime Minister in particular the Mahogany Industry and Vatukoula based initiatives.
10. The officer is responsible for the development of the Ministry Strategic Plan and the alignment of organizational goals to national objectives.
11. Coordinate the quarterly report of the Division capturing all deliverables of the Division for Management’s information and decision
12. Lead and Manage the Division to ensure that the key outputs and outcomes for the division are delivered and achieved.
13. Ensure that all Corporate requirements of the Division are actioned and submitted on time.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of quality advice to the Permanent Secretary and OPM Management team in terms of International Relations related matters on related deliverables;
2. All agreed activities (Policy Analysis & advice, Talking Points & Speeches, consultations) are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
3. Coordination of meetings or events between the Office of the Prime Minister and visiting dignitaries or stakeholders.
4. Manage and motivate staff of the ministry to ensure that key deadlines are met.
5. Development of Ministry Strategic Plan document and implementation within the given timeframe.
6. Actively contribute to all corporate requirements of the ministry.

## PERSON SPECIFICATION

In addition to a Master’s Qualification with a Bachelor (or equivalent work experience) in Economics, Public Policy, Governance, Management & Public Administration or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### Knowledge and Experience

1. Six (6) to nine (9) years of relevant experience of which five (5) years must be at a Senior Managerial level in a strategic management environment.
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Understanding of Fiji’s International Relations, Foreign Policies, International Treaties, Agreements.
4. Understanding of National and International protocols.
5. Knowledge of Government Strategic Direction and Key Policies of Government.
6. Experience in formulating policy, developing and implementing new strategies and procedures.

### Skills and Abilities

1. Ability to communicate and interact with officials at all levels of government and relevant local/international stakeholders.
2. Ability to assess, analyse and provide advice on any subject related to national, regional international policies.
3. Ability to monitor the implementation of policies and programs of Government in the economic, socio-cultural, infrastructural and governance sectors.
4. Ability to coordinate interagency consultations on discussions and preparations of bilateral issues for the Hon. Prime Minister’s official visits aboard inclusion the finalisation of Talking Points and Speeches.
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
6. Ability to work under pressure and meet deadlines in a fast paced working environment.
7. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively.
8. Result and service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### Personal Character and Eligibility

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.