OFFICE OF THE PRIME MINISTER

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# JOB DESCRIPTION: PRINCIPAL RESEARCH & POLICY OFFICER

# CORPORATE INFORMATION

1. Position Band: I
2. Salary Band: $43,296.63 - $55,505.50

\**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:**  Head of Research, Policy & International Relations
4. **Liaises with:** Internal and External Stakeholder
5. **Subordinates**: Senior Economic Planning Officer

## POSITION PURPOSE

The position provides high-level evaluative thinking and evidence informed policy analysis on the status of national priorities and initiatives to support the Office of the Prime Minister’s role as head of government. This is facilitated through well researched analysis, effective stakeholder consultations and dedicated sector (economic, social, governance and infrastructure) oversight.

## KEY DUTIES

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

1. Provide sound policy advice through well researched, evidenced based policy papers on national initiatives to the Hon. Prime Minister through the Permanent Secretary of the Office of the Prime Minister.
2. Drafting of Talking Points and Messages on the Prime Minister’s local and overseas engagement.
3. Effective oversight and reporting of Government’s national development (economic, social, governance and infrastructure) policies and programmes;
4. Review, analyse and provide advice on Cabinet submissions;
5. Represent Office of the Prime Minister in stakeholder engagements, national committees, policy forums and consultations;
6. Draft responses to correspondence, proposal and official messages;
7. Facilitation of special assignments from the Prime Minister and the Permanent Secretary;
8. Contribute to all corporate requirements of the ministry, including planning, budgeting and selection process where required.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All reports (Quarterly on Special Arrangements) and policy briefs (Cabinet Analysis, Status Briefs and Emerging Issue Briefs) are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement;
2. Number of well researched research papers and briefs submitted; and
3. Number of speeches and messages drafted for the Prime Minister’s engagements.

**PERSON SPECIFICATION**

In addition to a Degree (or equivalent) in Economics, Governance, Political Science, International Relations, Commerce or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

**Knowledge and Experience:**

1. At least three (3) years’ experience at managerial level;
2. A master’s qualification in Economics, Public Policy and related field will be an added advantage;
3. Good knowledge of political, economic, social and environment aspects of national development;
4. Understanding of policy development processes;
5. Demonstrated ability to conduct research and knowledge of research methods;
6. Understanding of the Fijian Constitution (2013);
7. Understanding the National Development Plan 2017 and key strategies within;
8. Demonstrated experience in evaluating, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency and productivity of program implementation; and
9. Demonstrated experience in developing operational plans and strategies.

**Skills and Abilities:**

1. Ability to effectively analyse and interpret data or information;
2. Demonstrated ability to lead, motivate and maintain high performing teams;
3. Demonstrated ability to problem analysis and problem solving including negotiations;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Strong interpersonal and communication skills;
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures;
7. Ability to prioritise in order to meet strict deadlines;
8. Ability to work under minimum supervision;
9. Ability to prepare well written briefs, presentations and possess effective verbal communication for high level engagements; and
10. Ability to plan, produce reports and time management skills.

### Personal Character and Eligibility

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 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 Office of the Prime Minister is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.