

OFFICE OF THE PRIME MINISTER

ROLE DESCRIPTION: SENIOR POLICY OFFICER

CORPORATE INFORMATION

1. Position Band: G
2. Salary Band: \$32,999.24 - \$41,641.91 per annum
3. Position Type: On-going (Permanent)
4. Duty Station: Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Head of Research, Policy & International Relations
 - b) **Liaises with:** Internal and External Stakeholder
 - c) **Subordinates:** None

POSITION PURPOSE

The position is to undertake research and provide support to the Principal Research and Policy Officers, in the analysis of Economic, Governance and Social Policy Issues in consultation with the relevant stakeholders. The position also provides advice to the Permanent Secretary through the Head of Division.

KEY DUTIES

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

1. Undertake research to support preparation of policy advisory briefs for the Permanent Secretary and information papers for the Prime Minister;
2. Prepare analytical policy brief of response to proposal and correspondence addressed to the Permanent Secretary and the Prime Minister;
3. Facilitate preparation of updates on Policy implementation through holistic evaluation of specific programs and projects;
4. Assist the Principal Officers in the provision of policy advice on a wide range of key fundamental issues that impact Development at the National level and Society as a whole;
5. Preparing Cabinet analysis brief for the Prime Minister based on the submissions from the Ministers on a fortnightly basis;
6. Represent and constructively contribute to during stakeholder consultation including inter-government meetings, civil society and private sector;
7. Timely provision of briefs to the Permanent Secretary and the Prime Minister on referrals; and
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. Timely provision of policy advice and wide range of key fundamental issues that impact Governance and Political Development at the National level and Society as a whole;
2. Timely provision of analytical briefs with thoroughly researched content, and holistic analysis of cabinet papers;

3. Ensure timely preparation of responses to correspondence marked from the Permanent Secretary is evidence based and well researched; and
4. Timely submission of back to the office brief and indicate contribution to stakeholders and policy forums.

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 3 to 4 years of relevant working experience in a similar field;
2. Understanding of the Fijian Constitution (2013);
3. Experience in problem analysis and solving;
4. Knowledge of the National Strategic Documents; and
5. Knowledge of National Policies and Sectoral Programs (Economic, Governance, Infrastructure and Social Sectors).

Skills and Abilities:

1. Ability to analyse, assess and interpret data or information;
2. Demonstrated ability to provide holistic and sound policy advice;
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 effective communication skills for high level engagements;
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures; and
7. Ability to plan, produce well written reports, briefs and presentations in a given timeframe.

Personal Character and Eligibility

Applicants for employment in the Office of the Prime Minister must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fiji Constitution. Applicants must be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected 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.