



MINISTRY OF MULTI-ETHNIC AFFAIRS & SUGAR INDUSTRY

VACANCY

The Ministry invites suitable qualified and eligible candidates for the following positions:

Vacancy Number	Role	Location	Salary Band	Contract	Salary Range	Number of Position
MoSI 06/2024	Principal Economic Planning Officer	Suva	I	Open Contract	\$46,627.14 - \$55,508.50	1

The appointment process will be in accordance with the Public Service Commission Open Merit Selection and Recruitment Guidelines (OMRS). Full details about the position, including the role description, are available at: <https://www.recruitmentportal.gov.fj>. All applicants are encouraged to obtain these resources to understand the position's requirements and tailor their applications effectively.

Personal Character and Eligibility

The Ministry of Multi-Ethnic Affairs & Sugar Industry is an *Equal Employment Opportunity* Employer. All applicants for employment in the Ministry of Sugar Industry must be Fijian citizen under the age of 60 with a clear police record. Applicants must be of good character, demonstrate a commitment to the Public Service Values in the Fijian Constitution, be in sound health, and be able to perform the duties of the position. The selected candidate will be required to provide a medical certificate and police clearance before commencing official duties.

Application Process

To apply and be eligible for consideration, applicants must apply online and submit the following documents:

- Application letter addressing the knowledge, experience, skills, and abilities (KESA) for the position, not exceeding 2 pages. (KESA can be obtained in the role description for the position available on the Ministry of Civil Service Recruitment Portal at <https://www.recruitmentportal.gov.fj>).
- A current CV/ Resume with at least three contact details, one of which must be the recent supervisor; and
- Copies of certified academic transcripts and certificates.

Submission

Applicants are to submit online applications through the Ministry of Civil Service Recruitment Portal at <https://www.recruitmentportal.gov.fj>

For further information, please contact Nitin Singh at 6664724, Ext 106, or email at nitin.singh@sugar.gov.fj.

Application must be submitted by 4.30 pm Monday, 23rd September 2024.

Late Applications will not be considered



MINISTRY OF MULTI-ETHNIC AFFAIRS & SUGAR INDUSTRY

JOB DESCRIPTION: PRINCIPAL ECONOMIC PLANNING OFFICER

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$46,627.14 - \$55,508.50
3. Duty Station: Suva (work outside the normal hours and travel are required)

1. Reporting Responsibilities.

- a) **Reports To:** Director Planning, Policy & Research
- b) **Liases with:** Director Operations, Industry Representatives, Ministries & Departments
- c) **Subordinates:** Executive Officer, Sugar Statistics, Senior Policy Analyst.

Job Purpose

The position is responsible for conducting high level research and analysis, formulating policies and plans, and provides informed policy advice on issues affecting sugar industry to support activities of the Ministry. This is facilitated through well researched analysis, effective stakeholder consultations and sector oversight.

Key Responsibility Areas (KRA's)

1. Providing researched, factual and evidence-based policy advice to the Permanent Secretary and the Minister;
2. Carry out research and analysis, including problem identification, evidence collation, identification of success measures, economic and options analysis to prepare planning and policy documents including Cabinet papers and project proposals for the development of the sugar industry;
3. Prepare detailed analysis and provide outcome of consolidated progress report, monitoring reports and other reports submitted to the Permanent Secretary;
4. Facilitate efficient and successful implementation of programs by the sugar industry institutions through preparation of work plans and policy;
5. Draft briefs, talking points, speeches, engagements of the Minister and the Permanent Secretary;
6. Actively contribute to all corporate requirements including preparation and implementation of budget, developing Annual Operational Plans and Strategic Development Plan for Ministry.
7. Facilitate review of industry legislations including Sugar Industry Act, Sugar Research Institute of Fiji Act, Sugar Cane Growers Fund Act, Master Award and Articles of Association.
8. Develop and manage key stakeholder relationships (e.g. Governments, NGOs, International Organizations, Civil Society organizations with a direct relevance to Sugar Industry) and in support of Government programmes

Key Performance Indicators

1. Four quarterly grant utilization progress reports and briefs on implementation of all government funded capital programs compiled and submitted to PS Sugar in standard format required by Ministry.

2. All planning documents including the Costed Operational Plan and 4-year Strategic Development Plan are developed in line with the National Development Plan, successfully implemented and regular reports are provided to the Permanent Secretary.
3. Conduct research and develop relevant policies including Cabinet Papers and policies/standard operating procedures for all capital programs, and successfully implemented to support the growth of Fiji's sugar industry.
4. Provide timely executive support to the Director including participation in Standing and Parliamentary Committees, drafting speeches and ensuring strategic development plans for six industry institutions (Fiji Sugar Corporation, Sugar Industry Tribunal, Sugar Cane Growers Council, Sugar Cane Growers Fund, Sugar Research Institute of Fiji and South Pacific Fertilisers) are in place, successfully implemented and annual reports with audited financial accounts are submitted to the Cabinet and Parliament for debates, on timely basis. Reporting also requires ensuring timely submission of Annual reports by industry institutions and providing updates on reviews of Master Awards and industry legislations.

Person Specification

1. In addition to a degree preferably Post Graduate (or equivalent) in Economics, Development Studies, Statistics, Governance, International Relations, Commerce from a recognized University, the following Knowledge, Experience, Skills, and Abilities required to successfully undertake this role:

Knowledge & Experience

1. At least three (3) years' experience at managerial level in similar role in any other organization with proven performance record;
2. Demonstrated good understanding and experience in conducting research and analysis, developing policies and preparing reports;
3. Demonstrated experience in evaluating, planning, and analytical processes and techniques for measuring the effectiveness, efficiency and productivity of program implementation;
4. Demonstrated experience in developing operational plans and strategies;
5. Demonstrated understanding of Fijian Constitution (2013);
6. Understanding the national plans such as National Development Plan and sectoral plans including priorities of the sugar industry; and
7. Demonstrated knowledge and understanding of Sugar related issues both nationally, and internationally and experience to change in sugar sector.

Skills & Abilities

1. Demonstrated ability to work under minimum supervision and meet strict deadlines;
2. Demonstrated ability to plan, develop and coordinate multiple task/activities to meet deadlines;
3. Demonstrate proven skills in critical thinking, good judgment, high sense of responsibility, tact and discretion, with sensitivity to stakeholders with different background;
4. Demonstrate ability to lead, motivate and maintain high performing teams;

5. Demonstrate strong interpersonal and communication skills; both verbal and written with ability to communicate with people from diverse backgrounds and education levels;
6. Demonstrate ability to establish good working relationship externally and internally, liaise both within the Ministry of Sugar Industry and other public/private sector agencies;
7. Demonstrate ability to use research skills to collect data, analyze it and prepare high quality briefs and reports for higher management;
8. Demonstrate ability to prepare well written briefs, presentation and possess effective verbal communication for high level management and stakeholders.

Personal Character And Eligibility

Applicants for employment in the Ministry of Sugar Industry must be Fijian Citizen, under the age of 60, 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 of Sugar Industry is an Equal Employment Employer. Applications are encouraged from all eligible, qualified applicants. Only specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.