



# MINISTRY OF ECONOMY

## JOB DESCRIPTION: MANAGER FIJI RURAL ELECTRIFICATION FUND

### CORPORATE INFORMATION

1. Position Level: Salary Band J
2. Salary Range: \$51,132.98 - \$65,555.10
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Head of Climate Change and International Cooperation
  - b) **Liaises with:** Ministry of Economy staff, Lead Consultants, Contractors, Suppliers, Stakeholders and Clients
  - c) **Subordinates:** Nil

### POSITION PURPOSE

The position is to manage the Fiji Rural Electrification Fund ('FREF') operations enabling greater scalability of operations in the most efficient and transparent manner. The incumbent will be required to ensure FREF continues to be a sustainable venture providing clean and affordable electricity to rural Fijians.

### KEY RESPONSIBILITIES

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

1. Coordinate FREF daily operations and manage the FREF Trust Account.
2. Prepare and monitor the annual budget and quarterly work plan for FREF.
3. Facilitate the development and constant update of FREF investment model.
4. Provide strategic advice on investment opportunities and attract donor funding to supplement FREF Budget
5. Undertake regular site visits and document all progress.
6. Prepare progress updates for the Board and Advisory Committee at least once a month.
7. Provide secretariat support to the FREF Board of Trustees and the Advisory Committee.
8. Identify and utilise innovative financing instruments that enable access to domestic and international climate finance, venture capital finance and possibly equity finance for FREF.
9. Ensure that all FREF operations are transparent and subject to audit as decided by the FREF Board of Trustees.
10. Performing any other duties within his/her professional competence as required.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All annual FREF secretariat activities completed and FREF Trust Account is transparently managed.
2. Financing secured for electrification of sites per the FREF investment plan.
3. All projects implemented on time according to bi-annual work plans and annual budget and projects are maintained according to high service standards,
4. Constant liaison with and reporting to financing partners

## **PERSON SPECIFICATION**

In addition to a Master's Degree or above in accounting, economics, business management electrical engineering, project management or equivalent [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 6 years of experience working in project management, equity investments, venture capital markets and/or the energy sector.
2. In depth knowledge of business management, financial management and/or renewable investments.
3. Clear understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment, creativity, be open to change and to see the implications of the changes proposed.
4. In depth knowledge of business best practices, preferably in clean energy development.

### **SKILLS AND ABILITIES**

1. Understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment, creativity, be open to change and to see the implications of the changes proposed.
2. Demonstrated ability to be responsive to employer needs and possess strong technical background.
3. Demonstrated ability to identify issues and negotiate successful outcomes.
4. Excellent communication skills (written and oral).
5. Possess strong analytical, data interpretation and computer skills.
6. Experience working in multi-disciplinary, multi-cultural and/or cross-sector teams.

### **Personal Character and Eligibility**

All applicants for employment in the Ministry of Economy must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Economy is an Equal 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.