

# MINISTRY OF ECONOMY

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## **JOB DESCRIPTION: ASSISTANT MANAGER - MARKET DEVELOPMENT**

### **CORPORATE INFORMATION**

1. Position Level: Salary Band I
2. Salary Range: \$43,296.63 - \$55,508.50
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Manager – Debt and Cash Flows
  - b) **Liases with:** Ministry staff, Reserve Bank of Fiji and External Institutions
  - c) **Subordinates:** Senior Accounts Officer, Accounts Officer and Debt Assistants

### **POSITION PURPOSE**

The purpose of the position is to supervise and manage government domestic and foreign debt. It also develops and determines new debt issuance programmes in accordance with government policy and in consultation with the Reserve Bank of Fiji (RBF) and ensures that financing needs are met with prudent level of cost and risk.

### **KEY RESPONSIBILITIES**

- Ensure the provision of timely and accurate advice on National Debt, including the domestic debt programme, debt issuance, debt sustainability and risks.
- Prepare and submit written advice on debt requirements to ensure that Government raises sufficient debt in both domestic and foreign markets.
- Ensure appropriate debt policies are determined and developed for the issuance of domestic debt in compliance with government policy and in consultation with the RBF.
- Ensure maximum benefits are derived from major projects through effective negotiation between the Fiji Government and lender organisation on terms and conditions of loans.
- Monitor the financial performance of Government entities in regards to its ability to repay government guaranteed loans through analysing financial statements and in line with the fiscal risk framework.
- Provide relevant information through consultation with lending agencies on the types of projects that these agencies would fund, foreign and local cost components, interest rates, maturity period, grace period, commitment fee, management fee, agency fee, etc. to enable Government to quickly identify appropriate lending agencies to fund Government projects.

- To reduce borrowing risks by effective debt management including the timely advice on risks involving currency, interest rates, credit, liquidity, and funding risks.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All borrowing activities are conducted in line with the borrowing requirements.
2. Government financing needs are met with prudent level of cost and risk.
3. Reports, debt data and information to management and external parties are prepared in a timely, quality and effective manner.
4. Government guarantee exposure, lending fund account and arrears of revenue are maintained at sustainable and prudent level.

### **PERSON SPECIFICATION**

In addition to a good Degree (or equivalent work experience) in Accounting and Financial Management with Economic, Finance or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 5 years' experience working in a similar role in the public or private sector.
2. A member of the Fiji Institute of Accountants (FIA) or an equivalent professional body is preferable.
3. Practical working knowledge of accounting, debt, cash flow and financial management in a large organisation.

### **SKILLS AND ABILITIES**

1. Demonstrated ability to provide high level advice at National level on prudent and sustainable debt and its related policies.
2. Demonstrated ability to lead negotiations on matters related to debt and its projects and effectively monitor its progress / outcomes as desired.
3. Demonstrated ability to assess risks and exposure on loans guaranteed and its prudent and effective monitoring.
4. Sound understanding of the domestic and foreign markets and the impact of policy actions on the national economy.
5. Demonstrated ability to lead, plan and organize activities and work cooperatively within a team environment.
6. Excellent communication, interpersonal, representational and influencing skills.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment 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 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.