



# MINISTRY OF ECONOMY

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## **JOB DESCRIPTION: Manager International Cooperation**

### **CORPORATE INFORMATION**

1. **Position Level:** Band K
2. **Salary Range:** \$59,945.18 – \$76,852.80
3. **Duty Station:** Suva, with occasional local and international travel required.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Head of Climate Change & International Cooperation
  - b) **Liaises with:** Ministry staff, international organisations, UN agencies, Donors and International Community
  - c) **Subordinates:** 9

### **POSITION PURPOSE**

The position will manage Whole of Government development cooperation including all bilateral and multilateral activities and manage national monitoring and reporting on United Nations and regional sustainable development frameworks.

### **Key Responsibilities**

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

1. Develop and implement strategic policies and programmes for engagement with bilateral and multilateral partners aligned with national and international objectives;
2. Provide accurate and timely technical advice on international cooperation to key high-level stakeholders and represent the Ministry at high level national and international forums;
3. Efficient facilitation of funding to line ministries for timely implementation of donor partners budget support programmes, grants and aid-in-kind projects;
4. Monitor, evaluate and report Whole of Government international cooperation activities and strengthen development cooperation policy to ensure efficiency and effectiveness and recommend areas for further development;
5. Ensure development assistance is administered in accordance with the Generally Accepted Accounting Principles, Financial Management Act 2004, Finance Instructions 2010, Procurement Regulations 2010 and other written rules and guidelines of the Fijian Government;
6. Develop and implement a monitoring and evaluation system to support Government agencies and other stakeholders to provide accurate progress reports on regional and global frameworks including but not limited to the 2030 Agenda for Sustainable Development and its Sustainable Development Goals and other regional frameworks such as the SAMOA Pathway;
7. Establishment of the Sustainable Development Goals governance and institutional structure within the International Cooperation Division, including formulating Voluntary National Reviews;
8. Develop reports that accurately reflects Fiji's progress in the implementation of the various regional, global and UN frameworks;
9. Establish a Projects Development Unit to undertake coordination with whole of Government and the Donor agencies in identifying, developing projects based on national priorities and monitoring the implementation of those projects at national level.

10. Manage the international cooperation team and performance to enable successful delivery of quality and timely outputs aligned with the International Cooperation Business Plan and actively contribute to all corporate requirements of the Ministry including planning, budgeting and human resource activities.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All relevant policies, papers, reports, speeches, briefings, comments and submissions and plans are compiled/developed, endorsed and successfully submitted/implemented within the agreed timeframes, and specific requirements.
2. Effectively managing all development finances related matters and ensuring maximum compliance to respective legislations and regulations and incorporating mechanisms for monitoring of development assistance.
3. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives.
4. All relevant local and international meetings organised by development partners are attended to as and when required, and Fiji's national positions are well maintained.

### **PERSON SPECIFICATION**

In addition to a Masters in Economics, Development Studies or similar from a recognized institution [or equivalent relevant experience], the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **KNOWLEDGE AND EXPERIENCE**

1. At least 6 years working in a development and or international cooperation environment;
2. Demonstrated experience liaising with stakeholders from different organisations and backgrounds in order to meet varying priorities and needs.
3. Sound knowledge and understanding of Fijian Government financial legislation and socio-economic dynamics and development priorities and or prior experience which demonstrates the ability to rapidly acquire knowledge.
4. Possess strong technical background, proven management track record and demonstrates potential for developing the required management skills.

#### **SKILLS AND ABILITIES**

1. Excellent communication skills with the ability to identify issues and negotiate successful outcomes with high level key stakeholders from diverse backgrounds.
2. Demonstrated ability to manage a diverse team to think creatively, identify problems and solutions in order to meet priorities and deadlines.
3. High-level analytical, data interpretation and monitoring and evaluation skills.
4. Be a team player with proven ability to work in multi-disciplinary, multi-cultural and/or cross-sector team environment.
5. Ability to effectively provide advice, assess and report on development projects, programmes and frameworks.
6. Ability to interact and build strong network with stakeholders at all levels.
7. Ability to work under pressure, undertake multiple tasks and meet stringent timelines.
8. Excellent written and verbal communication skills with high proficiency in use of software and technology.

9. Service orientated approach with a commitment to supporting the operational/corporate goals of the organisation.

#### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.