

## Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Sector Economist</b>	
<b>Band and Salary:</b>	<b>T1 - T3</b>	<b>\$15,448 to \$29,287</b>
<b>Ministry and Department:</b>	<b>Ministry of Finance and Economic Development</b>	<b>Planning, Budget, and Aid Coordination Development</b>
<b>Location:</b>	<b>Funafuti</b>	
<b>Reports to:</b>	<b>Director of PBAC</b>	

### **JOB PURPOSE:**

The Sector Economist is part of the Sector Specialists team and responsible to work closely with ministries in matters related to virement analysis, budget assessment, program evaluation. The Sector Economist also provides support to Senior Economists in carrying out research, data collection, policy analysis, data analysis, monitoring and evaluation, fiscal reporting and macro diagnostics.

### **KEY RESPONSIBILITIES:**

1. Maintain communication with government ministries and provide regular updates to the Department on policy issues, fiscal issues and ODA issues. Following assessment of these issues, then provide feedback to the ministry on policy options and solutions.
2. Collection of economic, fiscal and social data from to update the Macroeconomic Framework; development of Tuvalu National Development Framework (e.g. *Te Kete* Document); Medium Term Fiscal Framework as part of the formulation process of the National Budget; Quarterly Fiscal and ODA Reports and Acquittals.
3. Provide support to Senior Economists in drafting Fiscal Report, Economic Overview, Impact Assessment, and proposal writing.
4. Provide high quality and timely analysis of fiscal issues (including review of virement and supplementary application) and submissions from ministries.
5. Provide support to the Sector in the formulation of their Sector Plan and also their national budget submission.
6. Provide support to update the Tuvalu Annual Aid Framework and development partners' matrix.

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7. Provide support to review and evaluate project profiles for the Departments and line Ministries from the Economic, Environment and Core Government Sector.
8. Support the Economic, Environment and Core Government Sector in managing their commercial agreements and contracts.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Provide a link between the Department and ministries to ensure there is an efficient flow of information from the Department to ministries.
- 1.2 Collect and analyze all data and information required to provide a range of solutions and recommendations to address policy, fiscal and ODA issues for the Economic, Environment and Core Government Sectors.
- 2.1 Liaise and collect data and information from the Economic, Environment and Core Government Sector to update the Macroeconomic Framework; development of Tuvalu National Development Framework (e.g. Te Kete); formulation of the Medium Term Fiscal Framework for the formulation of the National Budget; drafting of Quarterly Fiscal and ODA Reports and Acquittals.
- 2.2 Carry out research as requested from time to time by the Director and Senior Economists.
- 3.1 Extract fiscal data from the Budget Module and provide fiscal analysis as requested by the Senior Economist (Budget) on the Economic, Environment and Core Government Sector.
- 4.1 Review and process virement, supplementary applications and provide recommendations to the Senior Economist (Budget) and the Director.
- 4.2 Process virement and supplementary applications and update the system accordingly with the supervision of the Senior Economist (Budget) and report any anomalies in the system to the Director.
- 5.1 Support the Department in the development of a Sector Plan Formulation Manual.
- 5.2 Provide support in the formulation of Sector Plan and their national budget submissions.
- 5.3 Provide support in facilitating budget rounds discussions and take note of discussions.
- 5.4 Review budget submissions and provide advice and recommendations to the Senior Economist (Budget) and the Director prior to budget rounds.
- 5.5 Provide regular feedback from the Economic, Environment and Core Government Sector on the implementation of the Sector Plan and provide recommendations and solutions on implementation issues with the Department.

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- 6.1 Collection of quantitative and qualitative data to update the Tuvalu Annual Aid Framework, Project Module and the development partner's matrix.
- 6.2 Provide support to the Department in the provision of awareness ODA programs and visits to the outer islands to discuss development priorities to fund by development partners.
- 7.1 Consult with key stakeholders in the Economic, Environment and Core Government Sector on their priorities to fund by development partners and their project profiles.
- 7.2 Draft relevant section of outcomes for round-table meetings with Development Partners.
- 8.1 Provide support to review and evaluate project profiles for the Departments and line Ministries from the Economic, Environment and Core Government Sector.
- 9.1 Provide sound advice on practical procurement and contract management advice and assistance to the Economic, Environment and Core Government Sector to ensure that contract objectives are achieved.
- 9.2 Creating & maintaining strong relationships with the Economic, Environment and Core Government Sector on contract negotiation, contract close out, extension and renewal.
- 9.3 Ensure best practices are integrated into contract management and procurement plans (this is a requirement in the Financial Instructions) in a timely manner and in accordance with relevant stakeholders' expectations.
- 9.4 Support the management of contracts through effective communication on contractual changes.
- 9.5 Follow-up on contracts obligations and payment issues with Treasury and line Ministries, meetings with procurement departs and other related logistics issues in close coordination with other related parties.
- 9.6 Monitor and complete contract close-out, extension or renewal.

### **MANDATORY REQUIREMENTS:**

Bachelor degree in Economics, Econometrics or Development Economics and also consider background in Accounting, Commerce, Finance, Development Studies, Business Administration.

### **DESIRABLE REQUIREMENTS:**

Good written and oral communication skills (Tuvaluan and English) High-level attention to detail and accuracy.

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Good working experience in economic planning, budget and development management.

Sound Microsoft Office (Excel, Power Query, database model) and computer skills.

Ability to liaise with a range of stakeholders Sound time management skills

### **IMPORTANT NOTICE**

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*