

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Finance and Economic Development	
2. Position Title: Senior Sector Economist	3. Salary Level: 6 – 5.
5. Reports To: Deputy Director of Planning	4. Division: National Economic Planning Office (NEPO)
6. Direct Reports: Sector Economist	
<p>Primary Objective of the Position:</p> <ul style="list-style-type: none"> To provide support to the Director of Planning in managing the financial resources of Kiribati through enhanced budget planning and management and fulfilment of other responsibilities of this position. The primary aim is to achieve an efficient allocation of our financial resources by enhanced alignment of the budget with the MOPs and ultimately, the KDP 2016-2019. To support enhancement of aid coordination and management 	
7. Position Overview:	
9. Financial: \$17,035.20	10. Legal: Public Finance Act
<p>11. Internal Stakeholders: Cabinet Parliament MFED</p> <p>To be referred to Manager: Provision of policy advice or any other matters/issues relating to aid coordination or the budget</p>	<p>12. External Stakeholders: World Bank IMF Other donors</p> <p>To be referred to Manager Provision of policy advice or any high level matters/issues relating to aid coordination or the budget</p>

This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 2: Economic Growth and Poverty Reduction</i> ▪ <i>MOP Outcome: KPA 2: Economic Growth and Poverty Reductoin</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Increased aid effectiveness, improved absorptive capacity and impacts on the ground	<ol style="list-style-type: none"> 1. Develop and maintain projects' database 2. Ensure alignment of aid programs with the KDP and compliance with the government system 3. Provide Secretariat services for the Development Coordinating Committee 4. Increase awareness of project cycle by all stakeholders and aid beneficiaries 5. Provide required inputs for preparation of the annual Development Budgets 	<ol style="list-style-type: none"> 1. Quality and updated projects' database; 2. Increased alignment and compliance with government systems 3. Informative and timely services on aid programs and their disbursement; 4. Efficient provision of services related to the project cycle to all stakeholders 5. Quality and timely production of required inputs for preparation of Development Budgets
Fiscal prudence and efficient allocation of resources through: 1) Improved budget planning 2) improved budget execution:	<ol style="list-style-type: none"> 1. Provide inputs required from line Ministries and other sources to develop budget ceiling using the Medium Term Fiscal Framework (MTFF) and the accompanying fiscal strategy; 2. Maintain budget database including approved annual budgets and supplementary budgets 1. Ensure Ministries spend only within appropriated budgets and achieve their revenue targets; 2. Keep record of virements and supplementary budget applications and be able to assist in reviewing them to make recommendations for their financing options; 3. Ensure budget alignment with MOPs and the KDP; 	<ol style="list-style-type: none"> 1. Informative and timely service with regard to the production of the Annual Budget and Supplementary Budget 2. Production of timely and accurate information 1. Increased achievement of revenue targets and decreased overspending; 2. Increased alignment of budget with MOPs and the KDP;

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3) improved budget monitoring	1. Provide support and required inputs to reviewing monthly monitoring report of annual budget and seeking Cabinet's consideration on recommendations from the review to improve budget execution and overall management.	1. Quality and timely review of monthly budget monitoring and submission of the review recommendations to Cabinet;
Provision of Economic Advice	1. Produce economic advice for the Cabinet, Minister and Secretary 2. Assist with the actions of the Economic Reform Task Force	1. High quality and timely economic advice 2. Production of high quality information
Administrative Activities	Liaison with donors Secretariat duties Cabinet documents Economic research and analysis	Timely advice Preparation of minutes/organisation of meetings Production of high quality reports
Clerical Activities	Maintenance of data bases	Accuracy in the maintenance of data bases
Supervision	Supervises Sector Economist (s)	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • The need to have a reliable and updated project database in place • Maintenance of an accurate data system within and outside NEPO and the reporting system between Ministries and NEPO/MFED; • Unpredictability of aid with some donors and for some sectors given information gaps and internal issues with lack of clear sectoral strategies for some sectors in Ministries; • Willingness to work extra hours especially during the preparation of the annual budgets to ensure obtaining Cabinet's and then Parliament's required approvals on time; 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor in Economics and/or Accounting or relevant fields, i.e. Corporate Finance, Public Finance, Commerce, Business Studies, Development Studies.</p> <p>Experience: with at least 3 year's post degree work experience at middle management level.</p> <p>Job Training: NA</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> ○ Strong analytical skills

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<ul style="list-style-type: none">• Capability to be firm and confront bitter situations particularly in times of budget negotiations and the like;• The need to understand and apply the MTFF• The need to keep the budget preparation according to the budget cycle to ensure quality and timely production of the budget ceiling and other phases in the budget cycle;• Quality and timeliness issues of provision of both budget/estimate and actual revenues and expenditures from line Ministries through Account Division to NEPO;• The need to strengthen the reporting system between Ministries and MFED/NEPO.	<ul style="list-style-type: none">○ Computer literate particularly with regard to Microsoft Excel and Word○ Fluent in written and spoken English <p>2. Skills:</p> <ul style="list-style-type: none">○ Speaking○ Active Listening○ Reading Comprehension○ Social Perceptiveness○ Monitoring <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ Hardworking and dedicated
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