



MINISTRY OF HOUSING

POLICY AND RESEARCH, KOROBASAGA HOUSE, SUVA.

ROLE DESCRIPTION: SENIOR POLICY ANALYST

CORPORATE INFORMATION

1. Position Level: Salary Band G
2. Salary Range: \$28605.45 to \$34,707.95
3. Duty Station: Korobasaga House, Gorrie St, Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Director Housing through Principal Policy.
 - b) **Liases with:** Directors and Technical Officers, Human Resource Officers, and Accounts Officer and all staffs.
 - c) **Subordinates:** None

POSITION PURPOSE

The role of the position is to support in the day to day administration of the Policy and Research Unit, providing timely, confidential administrative and legal advisory support to the Permanent Secretary and the Honorable Minister in accordance with standing regulations, guidelines and policies and within the budget parameters.

KEY RESULTS AREA (KRA)

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

1. Drafting and coordination of Cabinet papers to Cabinet Office according to the standards and requirement of Cabinet Paper Guideline;
2. Provide timely strategic advice on legal and policy matters and including relevant reviews and amendments to be undertaken;
3. Conduct sector analysis and research through sound research methods on a diverse range of issues surrounding legal, socio-economic and financial documents and provide precise research papers with recommendations to the Permanent secretary and the Officer of the Honorable Minister within timelines;
4. Assisting in the preparation and vetting of the Cabinet Papers, information papers and policy papers for the various Units in the Ministry prior to vetting by the SG's Office;
5. Establishing and maintaining a professional working relationship with internal and external stakeholders and effectively contribute to the monitoring of the Ministry's Stakeholders in terms of compliance to applicable Acts and assisting in analyzing and interpreting their financial and non-financial information;
6. Facilitate Parliament speeches, statements, questions and responses for the Minister during Parliament Sessions;
7. Actively contribute to all corporate requirements such as planning, budgeting and monitoring of implementation of Cabinet decisions.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effectively assisting in managing and developing all policies in the Ministry and completing and delivering all assigned activities in the Individual Work Plan and Business Plan;
2. Effective contribution to new approaches, operational policies and procedures, high level reports for the development of ministry policies and complying with the applicable legislation, regulations and service standards.
3. Consistent liaison with respective stakeholders for the improvement of ministry policies and procedures.
4. Timely submission of quality reports and program documentation.

PERSON SPECIFICATION

In addition to a Degree or above in Accounting, Economics or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Must have 2-3 years' relevant experience in the Policy development and activities.
2. 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;
3. Strong written verbal communication and interpersonal skills in liaising with internal and external stakeholders and the basic knowledge of key development partners and their operating procedures;
4. Demonstrated experience in performing the executive support functions, including handling confidential matters and sensitive political and policy issues.
5. Possess good knowledge and high level understanding and experience in government and parliamentary processes, Fijian Constitution, applicable Acts and Laws of Fiji, constitution, legislation and policies/procedures
6. Good understanding of the drafting of MOUs and Cabinet papers development and processes.

SKILLS AND ABILITIES

1. Able to provide sound legal and policy advice on various matters, good collaborative communication and resource management skills and ability to manage time and is committed to work.
2. Proven to be a meritorious performer with exceptional business writing skills and possess strong analytical, data interpretation and computer skills;
3. Overall understanding of laws and regulations pertaining to policy and has the ability to deal with confidential information, maintain professionalism and ability to work under pressure and meet deadlines.
4. Must have demonstrated intellectual capacity, drive, determination and flair, a good team

player with excellent skills to serve the Office of the Permanent Secretary and the Hon Minister;

5. Proven written and verbal communication skills, including preparation of advice to external stakeholders and the Ministry's cross-sector teams;

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Housing must be Fijian Citizens, under Age 60, 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 of Housing is an Equal Employment Opportunity Employer where all. All applicants are encouraged from all eligible, qualified applicants. However only those that acquires the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability