

## Ministry of Finance

### Job Description

**Position:** Research and Policy Officer  
**Position Code:** FI003129  
**Salary Grade:** A10 Min:\$22,008 Max: \$24,008  
**Ministry:** Ministry of Finance  
**Division:** Economic Planning & Policy Division  
**Responsible To:** Senior Research and Policy Officers - EPPD  
**Responsible For:** Ensure preparation, interpretation and presentation of the Units (Macroeconomic, Sector and Projects and Energy) of the Economic Planning & Policy Division to formulate, assess, appraise and evaluate macroeconomic policies, national plans, sector plans and issues papers, projects for the Cabinet Development Committee, annual economic statements, quarterly economic reviews, Government Finance Statistics, petroleum products prices and energy issues.

#### **Position Responsibilities and Duties:**

1. Contributes to the preparation of the macroeconomic policy papers arising from fiscal and monetary, Government Finance Statistics (GFS), national accounts, balance of payments, external shocks/international and economic development;
2. Interprets and formulates the medium term National Plan (Strategy for the Development of Samoa (SDS) to guide the development of Samoa at the macro-level;
3. Guides, participates and reports all consultations with Line Ministries that coincide or relate directly with the Strategy for the Development of Samoa (SDS)
4. Updates and maintains the macroeconomic revenue and forecast model that generates macroeconomic forecasts on the economy to prepare fiscal strategy to support the Budget and to assist in the preparation of the Medium Term Fiscal Framework;
5. Liaises directly with overseas missions, this includes but is not limited to responding to all enquiries, questions, follow up and briefing of the relevant parties such as Consultants on necessary matters requested from time to time;
6. Represents the Ministry of Finance by participating in all relevant Advisory Committee Meetings conducted by respective Line Ministries and report all discussed issues and matters;
7. Provides secretarial support to the Macroeconomic Policy Coordinating Committee;
8. Analyses and presents a quarterly basis report in policy and planning sectoral forecasts;
9. Formulates and presents sectoral issues papers and plans as may be required from time to time or as may be identified in the annual and medium term strategic plans;
10. Appraises project proposals, assess policies and monitor/review on going projects/programs - both financial and economic for the Cabinet Development Committee (CDC) and compiles CDC meeting papers;
11. Conducts required analysis and collates relevant information about energy issues for the preparation of petroleum product prices;
12. Contributes to the development of other activities of the Division that lead to promoting efficiency of service within the Division and team work;

**Qualifications & Competencies Required:**

1. Degree in Economics, Finance, Public Policy or equivalent qualification from a recognized University (**ESSENTIAL**);
2. Demonstrated ability to identify concepts and ideas relevant to a problem, making judgements about the value and relevance of ideas and information (**ESSENTIAL**)
3. Demonstrated ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed; (**ESSENTIAL**)
4. Demonstrated knowledge and ability to provide a high standard of customer service to clients (**ESSENTIAL**)
5. Demonstrated ability to effectively convey information verbally and in writing; (**ESSENTIAL**)
6. Computer-literate with extensive software proficiency covering wide variety of applications such as Microsoft Word, Excel, etc. (**ESSENTIAL**)
7. Demonstrated ability to work as part of a team, to achieve divisional output within deadlines (**ESSENTIAL**)
8. Demonstrated ability to plan, organize and implement projects and tasks within an allotted timeframe along with a degree of detail orientation (**ESSENTIAL**)
9. Demonstrated ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments (**DESIRABLE**)
10. Demonstrated ability to work unsupervised in the absence of Immediate Supervisors (**DESIRABLE**)