

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Finance and Economic Development	
<b>2. Position Title:</b> Economist	<b>3. Salary Level:</b> 11-10/9-7.
<b>4. Division:</b> National Economic Planning Office (NEPO)	
<b>5. Reports To:</b> Senior Economist	<b>6. Direct Reports:</b> Nil
<p><b>Primary Objective of the Position:</b></p> <ul style="list-style-type: none"> <li>To provide support to the Senior Sector Economist 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.</li> <li>To support enhancement of aid coordination and management</li> </ul>	
<b>7. Position Overview:</b>	
<b>9. Financial:</b> NA	<b>10. Legal:</b> Public Finance Act
<p><b>11. Internal Stakeholders:</b> 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><b>12. External Stakeholders:</b> 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>

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 2: Economic Growth and Poverty Reduction</i></li> <li>▪ <i>MOP Outcome: KPA 2: Economic Growth and Poverty Reductoin</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Increased aid effectiveness, improved absorptive capacity and impacts on the ground	<ol style="list-style-type: none"> <li>1. Develop and maintain projects' database</li> <li>2. Ensure alignment of aid programs with the KDP and compliance with the government system</li> <li>3. Provide Secretariat services for the Development Coordinating Committee</li> <li>4. Increase awareness of project cycle by all stakeholders and aid beneficiaries</li> <li>5. Provide required inputs for preparation of the annual Development Budgets</li> </ol>	<ol style="list-style-type: none"> <li>1. Quality and updated projects' database;</li> <li>2. Increased alignment and compliance with government systems</li> <li>3. Informative and timely services on aid programs and their disbursement;</li> <li>4. Efficient provision of services related to the project cycle to all stakeholders</li> <li>5. Quality and timely production of required inputs for preparation of Development Budgets</li> </ol>
Management of the budget	<ol style="list-style-type: none"> <li>1. Liaise with Ministries in the production of the Annual Budget and Supplementary budgets</li> <li>2. Produce Cabinet documents and the final budget paper for Parliament</li> </ol>	<ol style="list-style-type: none"> <li>1. Informative and timely service with regard to the production of the Annual Budget and Supplementary Budget</li> <li>2. Production of timely and accurate information</li> </ol>
Provision of Economic Advice	<ol style="list-style-type: none"> <li>1. Produce economic advice for the Cabinet, Minister and Secretary</li> <li>2. Assist with the actions of the Economic Reform Task Force</li> </ol>	<ol style="list-style-type: none"> <li>1. High quality and timely economic advice</li> <li>2. Production of high quality information</li> </ol>
Administrative Activities	Liaison with donors Secretariat duties Cabinet documents	Timely advice Preparation of minutes/organisation of meetings

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	Economic research and analysis	Production of high quality reports
Clerical Activities	Maintenance of data bases	Accuracy in the maintenance of data bases
Supervision	NA	
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• The need to have a reliable and updated project database in place</li> <li>• Maintenance of an accurate data system within and outside NEPO and the reporting system between Ministries and NEPO/MFED;</li> <li>• 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;</li> <li>• Accuracy in the preparation of budgets</li> <li>• Willingness to work extra hours especially at times for preparation of Budgets</li> </ul>		<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Economics or related fields of Accounting and Finance.</p> <p><b>Experience:</b> Relevant work experience desirable but not essential</p> <p><b>Job Training:</b> NA</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Strong analytical skills</li> <li>○ Computer literate particularly with regard to Microsoft Excel and Word</li> <li>○ Fluent in written and spoken English</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>○ Speaking</li> <li>○ Active Listening</li> <li>○ Reading Comprehension</li> <li>○ Social Perceptiveness</li> <li>○ Monitoring</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>○ Efficient</li> </ul>

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	<ul style="list-style-type: none"><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</li><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ Hardworking and dedicated</li></ul>
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