

**MINISTRY OF FINANCE
ASSISTANT CHIEF EXECUTIVE OFFICER
ECONOMIC POLICY AND PLANNING DIVISION
SALARY C2 \$ 80,000**

Responsible to: The Chief Executive Officer

Primary Objective:

To ensure, based on effective planning and quality management that the outputs and associated targets for the Economic Policy and Planning Division are achieved.

Duties:

1. Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all Economic Policy and Planning services;
2. Provide strategic policy advice and identify critical policy concerns for policy development focusing on the preparation of guidelines, policies and protocols to assist the CEO and Deputy CEO in their capacity of policy adviser to the Government on all Economic Policy and Planning issues;
3. Develop and implement the section's Workplan in line with the division's Strategic Management Plan and Capability Plan in support of the Ministry's strategic directions;
4. Lead, manage and manage the core functions of the section in order to foster the quality assurance and ethical standards of all sections;
5. Ensure the maintenance of appropriate standards of integrity and accurateness of data collected, in line with best international business practices and codes;
6. Coordinate the compilation of quarterly economic reviews, Strategy for the Development of Samoa (SDS), assist in the formulation of Sector Plans as well as maintaining Samoa Economic and Revenue Forecasting (SERF) model as the tool and basis for policy analysis;
7. Manage the allocation and be accountable for all physical resources of the section;
8. Identify priority budgetary requirements for the Section's annual submission of performance measures and budgetary provisions and manage its finances in line with prevailing policies and mandates;
9. Advise Deputy CEO/CEO and management of the Division's development work and progress through verbal and written reports.
10. Act as CEO of the Ministry and to represent the Ministry whenever required.

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Selection Criteria:

1. Minimum qualification of a Bachelor Degree in Economics or relevant discipline (Essential)
2. At least 7 years experience relevant experience (Essential)
3. Demonstrated ability in undertaking customer based research and identifying needs clearly in relation to Economic Policy and Planning services and activities (Essential)
4. Demonstrated ability in the management of operations of the Economic Policy and Planning Division (Essential)
5. Demonstrated ability to effectively plan for and manage the resources as well as demonstrated ability and experience to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)
6. Demonstrated ability to lead and encourage service related reforms for service quality improvement as it pertains to Economic Policy and Planning services and activities and its contribution to the achievement of the Ministry's outputs (Essential)
7. Demonstrated ability in written and oral communications; computing skills; analytical and strategic planning; policy development and analytical skills; decision making and networking skills (Essential)