

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Finance and Economic Development | |
| 2. Position Title: Director of Planning | 3. Salary Level: 3. |
| | 4. Division: National Economic Planning Office (NEPO) |
| 5. Reports To: Secretary | 6. Direct Reports: Deputy Director |
| <p>Primary Objective of the Position:</p> <ul style="list-style-type: none"> To provide direct 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 and KV20. To support enhancement of aid coordination and management | |
| 7. Position Overview: | |
| 9. Financial: NA | 10. Legal: Public Finance Act |

This is 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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| <p>11. Internal Stakeholders: Cabinet Parliament Ministries</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> | |
| <p>13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <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 Reduction</i> | | |
| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |

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| <p>Leadership and management of the National Economic Planning Office</p> | <ol style="list-style-type: none"> 1. Improve the role of NEPO in linking planning and budgeting, aid coordination, and evaluation and monitoring of plans and strategies by providing technical leadership and strategic advice to the Minister and Secretary of MFED on the impacts of new economic policies and provide regular updates on the economic outlook. 2. Strengthen NEPO's ability to provide strategic advice on the impacts of new and on-going policies/economic reforms through review, monitoring and evaluation and implementation of the economic reform program, macroeconomic policies, the Kiribati Development Plan (2016-2019), Ministry's Strategic and Business Plans. 3. Enhance the oversight and management of economic reform program and public funds including government's Revenue Equalisation Reserve Fund (RERF). 4. Build the capacity of NEPO staff to perform their duties effectively by building local capacity of NEPO staff and counterpart staff in line ministries in the area of planning, budgeting, investment and aid harmonization | <ul style="list-style-type: none"> • Implementation of agreed economic reforms • Production of the annual Budget, and associated Development Budget • Production of Supplementary Budgets • Ensure the provision of quality fiscal, economic, and development advice at the highest levels of Government • Publish the semi-annual update of the Kiribati Development Plan. • Preparation of a new Kiribati Development Plan, aligned to KV20 objectives • Production of a list in priority order by agency of key aid funding programs and projects in line with the KDP |
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| <p>Improve the role of NEPO in linking planning/budgeting, aid coordination, and evaluation/monitoring of plans and strategies</p> | <p>Work with relevant stakeholders, including donors, to ensure the effective implementation of key economic and public financial reform programs endorsed by the Government of Kiribati. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • The SOE Reform Program; • The PFM Strengthening Program; • The Economic Reform program. | <p>Finalisation of 2016 Economic Reforms and commencement of the 2017 Economic Reform Agenda</p> <p>1. Ensure critical milestones are reached</p> |
| | <p>Execute regular responsibilities in relation to national Budgeting, implementing incremental improvements where possible and desired.</p> | <p>Production of the 2017 Budget, and associated Development Budget</p> |
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| <p>Fiscal prudence and efficient allocation of resources through: 1) Improved budget planning</p> | <p>1. Execute regular responsibilities in relation to national Budgeting, implementing incremental improvements where possible and desired.</p> | <p>Production of the 2017 Budget, and associated Development Budget</p> <p>1. Production of subsequent Supplementary Budgets</p> |

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| 2) improved budget execution: | 1. Raise the awareness of economic decision-making and its implications on government finances and economic development | 1. Ensure the provision of quality fiscal, economic, and development advice at the highest levels of Government |
| 3) improved budget monitoring | 1. Strengthen development program reporting and the alignment of national programs to the Kiribati Development Plan | Publish the semi-annual update of the 2016-19 Kiribati Development Plan Production of a list in priority order by agency of key aid funding programs and projects in line with the KDP 1. In conjunction with Government Agencies, introduce a simplified reporting template for development projects |
| Provision of Economic Advice | 1. Work with line ministries in developing and reviewing their Ministry/Divisional plans (MPs/DPs) | Improve the link between Ministry plans, recurrent funding, and development projects. 1. |
| Administrative Activities | Deputising for the Director of Planning Financial management of NEPO Cabinet documents Economic research and analysis | Liaison with donors Secretariat duties Timely advice 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 |

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| <ul style="list-style-type: none">• The need to provide rigorous analysis on economic policy resources allocations across government, and improve the quality of data and decision making.• Maintenance of professional working relations with stakeholders focused on improving value for money and increasing the impact of public spending;• The need to improve the coherence and consistency development plans and sectoral strategies, and their alignment with resource allocations | <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Economics (preferably at Masters level) or relevant fields, i.e. Corporate Finance, Public Finance, Commerce, Business Studies, Development Studies with 5 year's post degree experience at middle management level</p> <p>Experience: Relevant work experience desirable but not essential</p> <p>Job Training: NA</p> |
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- The need to reduce fragmentation and transaction costs across the Development Program, including to improve aid effectiveness;
- 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;
- 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.

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Strong analytical skills
- Computer literate particularly with regard to Microsoft Excel and Word
- Fluent in written and spoken English

2. Skills:

- Speaking
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Monitoring

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Hardworking and dedicated

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