



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

PO Box 120 Rarotonga Cook Islands Phone (682) 22 878 Fax (682) 29465 www.mfem.gov.ck

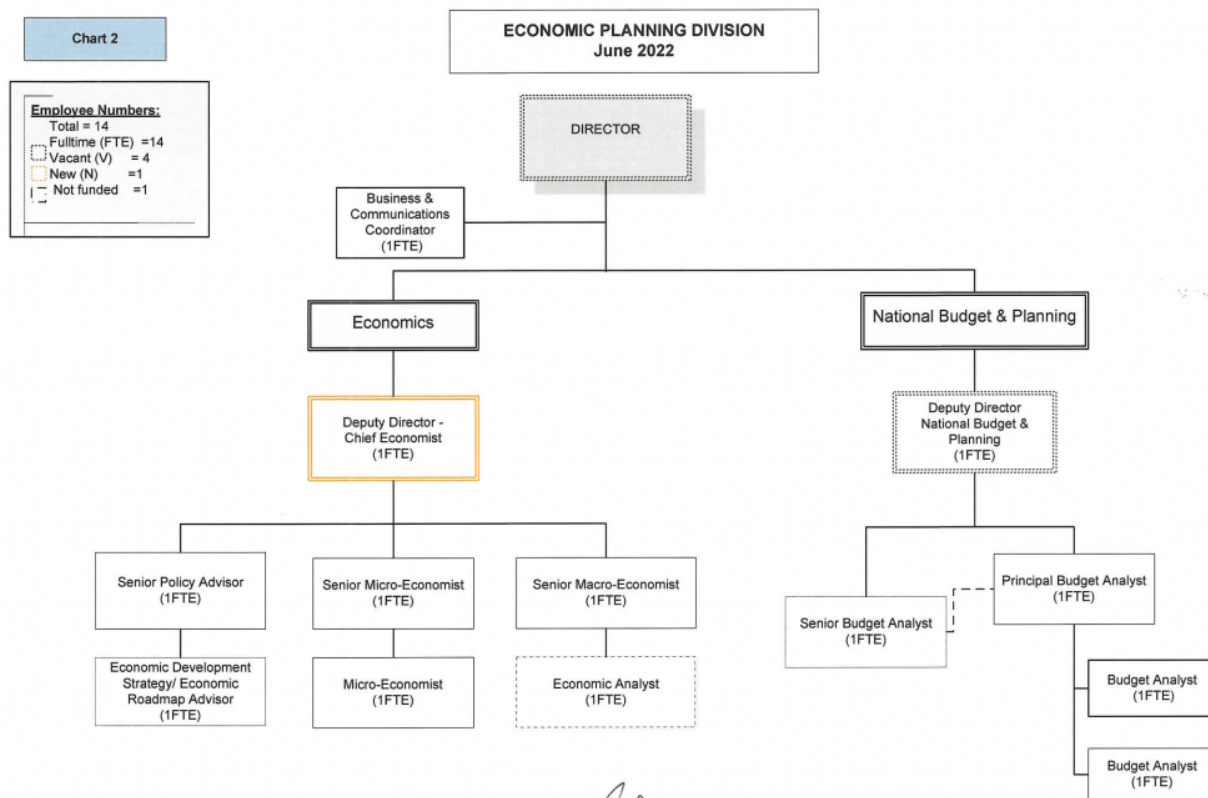
POSITION SUMMARY


Job Title:	Senior Macroeconomist
Division:	Economic Planning Division
Responsible To:	Director
Responsible For:	Macroeconomist
Job Purpose:	To strengthen economic policy decision making for effective national planning.
Job Classification:	Function: Policy Job band:
Date updated:	7 July 2019

AGENCY VISION

“MFEM shall be a competent and professional organisation, inspiring public trust and confidence to meet evolving challenges”

ORGANISATIONAL STAFFING STRUCTURE



Approved by: 
 Carl Hunter - Public Service Commissioner

Date: 14 June 2022

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
KRA 1: Analysis and reporting on the economic environment	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> • Analysis and reporting of economic indicators, including to Cabinet and the public • Development of economic models to forecast economic indicators over the medium to long-term • Development of economic models to inform a greater understanding of the Cook Islands economy
KRA 2: Economic Policy Development	<ul style="list-style-type: none"> • Assess the economic impact of proposed economic policies on the macroeconomic environment; namely the economy wide and industry level • Advise on the economic efficiency and fiscal impact of the taxation system, review and provide recommendations periodically • Providing advice on the economic environment, including the development and monitoring of the Economic Development Strategy
KRA 3: Management of the Cook Islands Fiscal Framework	<ul style="list-style-type: none"> • Develop and advise Cabinet on the medium-term fiscal strategy • Assisting in the Budget planning phase – Cabinet and HOMs Retreats • Assisting in the development and provision of agency expenditure ceilings • Working with Cabinet to finalise budget numbers
KRA 4: Development of the Budget and fiscal analysis	<ul style="list-style-type: none"> • Providing assistance to the Budget team in the development of the annual budget documents; including Budget, HYEPU, Pre-election Economic and Fiscal Update and Supplementary Budgets as required • Assisting agencies throughout the year as required on fiscal analysis
KRA 5: Financial Secretary Support	<ul style="list-style-type: none"> • Review of Cabinet Submissions • Economic and budget advice as required • Drafting of communications as requested, including speeches
KRA 6: External MFEM Representation:	<ul style="list-style-type: none"> • Provide effective representation of MFEM and the Cook Islands at national, regional and international meetings, including the provision of necessary assistance and support

	<p>to other ministries that may attend such meetings.</p> <ul style="list-style-type: none"> • Contribute to responses to international and regional stock takes and external agency economic related queries. • Assist in the organisation and running of meetings organised by the ministry, including the drafting of papers, speeches and briefs.
--	---

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	The Senior Macroeconomist will be responsible for developing and maintaining econometric forecasting models to inform economic policy
2	The Senior Macroeconomist will be responsible for managing and overseeing the economic analyst, particularly with regards to work on the economic forecasting model, and finalising economic forecasts for the Budget.
3	The jobholder will be required to attend numerous meetings on behalf of MFEM and in many cases will be called on to provide quick judgement calls on a range of areas.
4	The jobholder will be responsible for providing advice on a broad range of macroeconomic policy areas; fiscal strategy, economic development strategy.

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	No
Staff	Yes, one economic analyst
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (*List the external and internal types of functional relationships*)

Internal	Nature of Contact	External	Nature of Contact
<ul style="list-style-type: none"> - Director - Financial Secretary - Treasurer - Statistics Office - Development Coordination Department - Treasury Management Division 	<p>Heavy</p> <ul style="list-style-type: none"> - The jobholder will work closely with the Director on a daily basis, reporting on work progress. - Contact with the Financial Secretary will be made at least weekly. - The Senior Macroeconomist will be required to establish strong relationships with all areas of MFEM, as this will be crucial to their success. Data will be required from all areas. The jobholder is also expected to provide policy advice to each Division as required. 	<ul style="list-style-type: none"> - Minister of Finance & Cabinet - Central Agencies & Committees - Ministries/Islands - Private sector - Regional Organisations 	<ul style="list-style-type: none"> - Negotiating/critical contact - Routine - Routine - Promoting - Promoting <p>The Senior Macroeconomist will be required to work with all Ministries and islands on their business plans and required quantitative analysis. They will also be required to promote MFEM to regional organisations.</p> <p>The Senior Macroeconomist will work closely with the Minister of Finance and Cabinet during the budget process.</p>

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Post-graduate degree in economics or a related area • Computer literate with high level knowledge of Microsoft Office, particularly Excel 	<ul style="list-style-type: none"> - Master's degree in Economics or a related area - Literate in use of statistical programs e.g. R, Stata

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> - Five years' experience working in economic related field or policy development - Strong understanding of policy development - Strong analytical and research skills - Problem solving and negotiation skills with the ability to respond quickly and effectively - Practical experience in preparing economic analysis (with an emphasis on forecasting) - Excellent relationship management skills with a proven ability to build strong relationships - Knowledge of and compliance with the requirements of the MFEM Act, Public Service Act and other relevant legislation - Experience in effectively building capability of staff and stakeholders - Team worker - Excellent oral and written communication skills 	<ul style="list-style-type: none"> - 5 years practical experience in preparing economic analysis - Experience in GDP forecasting and Econometric modelling - Experience in focusing on the broader developmental and sectoral issues (social, economic, environmental, population and human development)

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	Economic analytical ability Economic modelling ability Written and oral communication skills MFEM Act
Advanced	Problem solving skills Advanced Excel skills Knowledge of the Cook Islands Economy
Working	Commercial awareness Knowledge of the Cook Islands Budget Process

Awareness	MFEM, PERCA, PSC, OPM legislations

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date