



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

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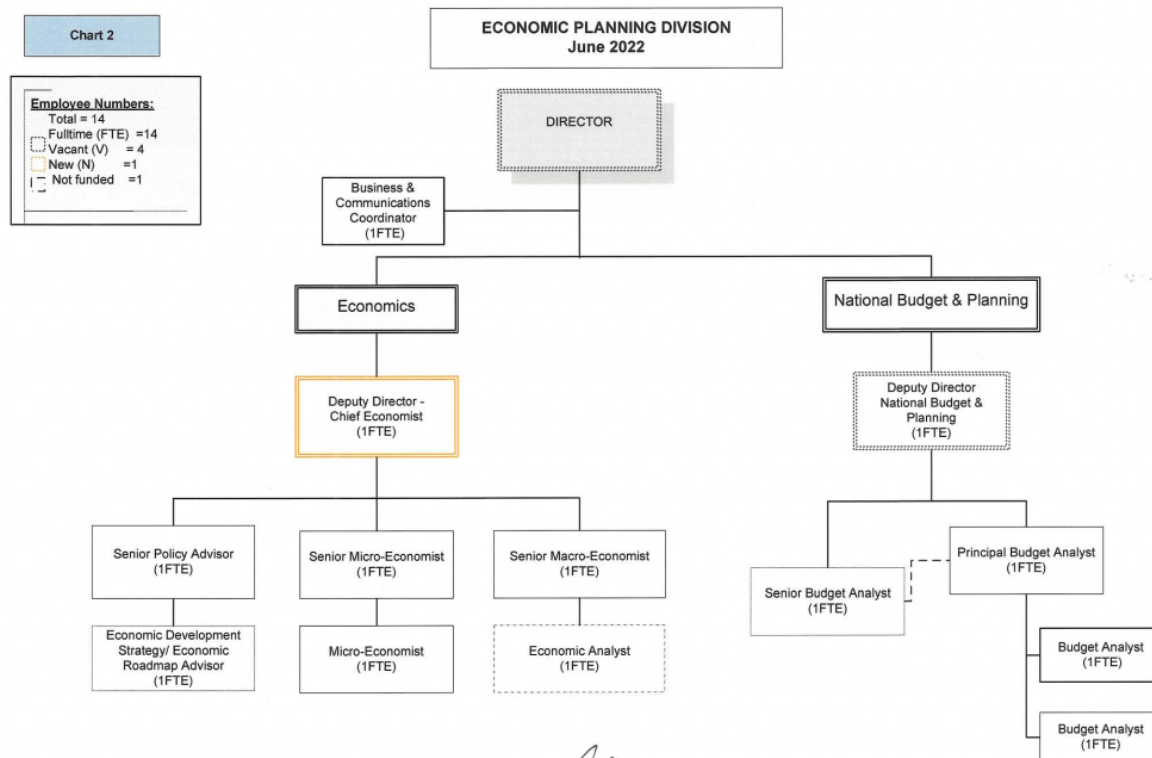
POSITION SUMMARY

Job Title:	Senior Microeconomist
Division:	Economic and Planning Division
Responsible To:	Director
Responsible For:	Economist (Micro)
Job Purpose:	To strengthen economic policy decision making for effective national planning.
Job Classification:	Function: Policy Band: H
Date updated:	28 June 2021

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: Economic Policy Development	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> • Assess the economic impact of proposed economic policies on the microeconomic environment, namely on the industry and firm level, including through the development of economic modelling • Provide advice on the microeconomic environment, including the development and monitoring of the economic development strategy
KRA 2: Economic advisory	<ul style="list-style-type: none"> • Establish and manage the operation of an economic advisory service to whole-of-government which provides assistance in acquiring economic analysis for Government agencies where requested • Provide advice on Budget proposals as required, including by undertaking cost-benefit analysis where required
KRA 3: Economic Regulation/Price Tribunal	<ul style="list-style-type: none"> • Development of Economic Regulation; <ul style="list-style-type: none"> ○ analysis, ○ policies and ○ legislation • Provide analysis and assistance to the Price Tribunal to ensure economically efficient prices
KRA 4: Financial Secretary Support	<ul style="list-style-type: none"> • Review of Cabinet Submissions • Provision of economic and budget advice as required • Drafting of communications as requested, including speeches
KRA 5: 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 to other ministries that may attend such meetings. • 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.

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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	The Senior Microeconomist will be responsible for developing economic modelling to assess impact of policy decisions on the Cook Islands
2	The Senior Microeconomist will be responsible for managing and overseeing the Economist (Microeconomics), and analysis provided to the Price Tribunal
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 establishing economic regulation in the Cook Islands

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 Economist (Micro)
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 Microeconomist 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 - Price Tribunal 	<ul style="list-style-type: none"> - Negotiating/critical contact - Negotiating/critical - Routine - Promoting - Promoting - Routine <p>The Senior Microeconomist 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 Microeconomist will work closely with the Minister of Finance and Cabinet on economic policy matters.</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 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 - 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"> - Experience in undertaking cost-benefit analysis - 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 Cost-benefit analysis
Working	Commercial awareness

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:

Director - Economic Planning Divison

Date

Employee

Date