



MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE

ROLE DESCRIPTION: SENIOR TRADE ECONOMIST, TRADE UNIT

CORPORATE INFORMATION

Role:	Senior Trade Economist
Band:	H (Steps 1 to 4)
Salary range:	\$38,557.21 - \$49,114.54
Location:	Ministry HQ, Suva
Division:	Trade Unit
Reports to:	Principal Trade Economist
Subordinates:	Nil

POSITION PURPOSE

The Senior Trade Economist is responsible for the formulation, analysis, and implementation of policies and initiatives aimed at strengthening Fiji's international trade and investment performance. The role provides high-level technical and analytical input into trade negotiations, evaluates the economic impacts of trade and investment arrangements, and coordinates trade and investment-related activities in consultation with the Trade Commission and Fiji's overseas missions.

KEY RESPONSIBILITY AREAS

The position will achieve its purpose through the following key responsibilities:

1. Identify and analyse key economic and trade-related issues, including the design of analytical frameworks, data collection, quantitative and qualitative analysis, development of policy messages, and preparation of reports and briefs.
2. Undertake advanced econometric and quantitative analysis of economic, financial, and administrative data to assess the impacts of trade agreements, trade policies, and investment-related arrangements, in alignment with Government priorities and programmes.
3. Apply advanced economic theory, modelling techniques, and analytical tools to evaluate Government policies, programmes, and international economic developments, including assessing economic trade-offs and impacts on individuals, businesses, competition, and markets.
4. Review and quality-assure draft analytical outputs and reports to ensure accuracy, analytical rigour, clarity, and consistency in the presentation of economic data and policy findings.

5. Collaborate with multi-disciplinary teams to develop evidence-based findings and policy recommendations, and prepare high-quality briefs and reports that present factual, balanced, and policy-relevant analysis tailored to stakeholder needs.
6. Lead and participate in stakeholder consultations on the development, negotiation, implementation, and review of trade policies, trade agreements, investment frameworks, and related reforms.
7. Contribute to the Ministry's corporate and governance requirements, including strategic planning, budgeting, reporting, and human resource initiatives, as required.

KEY PERFORMANCE INDICATORS

Performance will be assessed against the following indicators:

1. Improved trade and economic outcomes for Fiji in regional and international markets.
2. Effective protection and advancement of Fiji's interests in multilateral, regional, and bilateral trade and economic forums.
3. Enhanced availability and quality of economic and trade data to support evidence-based decision-making and the development of negotiating positions.
4. Effective stakeholder engagement, awareness-raising, and promotion activities undertaken, with documented outcomes and success stories submitted

PERSON SPECIFICATION

The incumbent should possess a Postgraduate Diploma in Economics or a closely related discipline. Applicants with a Bachelor's Degree in Economics or a related field may be considered if they have a minimum of five (5) years of continuous and relevant professional experience in a comparable role.

Knowledge and Experience

In addition to the required qualifications, the applicant must demonstrate the following knowledge and experience:

1. A minimum of three (3) years of relevant professional experience in trade policy, economic analysis, applied economics, or a related field.
2. Strong knowledge of advanced economic theory and applied economics, including development economics, trade economics, industrial organisation, and related disciplines.
3. Proven knowledge and practical experience in the application of econometric and quantitative analysis techniques, including sensitivity analysis and interpretation of model results.
4. Demonstrated experience engaging with a wide range of stakeholders, including government agencies, the private sector, civil society, and international development partners.

Skills and Abilities

The applicant must possess the following skills and abilities:

1. Excellent written, oral, and interpersonal communication skills, including strong presentation and briefing capabilities.
2. Ability to coordinate programmes, projects, and activities to achieve organisational objectives within agreed timelines.
3. Strong organisational, administrative, and management skills, with attention to detail and the ability to manage competing priorities.
4. Ability to work effectively in a demanding and dynamic environment, with flexibility and willingness to work beyond normal hours when required.
5. Demonstrated ability to formulate, implement, and monitor public policies and initiatives.
6. Ability to independently conduct rigorous analysis of complex economic and trade-related issues.

Personal Character and Eligibility

Applicants for employment in the Ministry of Foreign Affairs and External Trade must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Foreign Affairs and External Trade is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.