

**POSITION DESCRIPTION – MARCH 2024**


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**POSITION TITLE:** Analyst

**LOCATION:** FRCS Head Office, Suva

**REPORTS TO:** Manager Policy

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**THE ORGANIZATION**

The Fiji Revenue and Customs Service (FRCS) is a statutory Service established under the FRCS Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

**POSITION PURPOSE**

The role is responsible to provide support and coordination to the operations of the Policy Design & Monitoring Unit.

**ACCOUNTABILITIES**

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<b>Forecasting &amp; Economic Modelling</b>	<ul style="list-style-type: none"> <li>• Design and develop revenue forecasting model;</li> <li>• Develop models for tax revenue linkages and economic sectors;</li> <li>• Have sound knowledge of statistical and econometric software</li> </ul>
<b>Revenue Update; Database Management; Revenue Dashboard Management.</b>	<ul style="list-style-type: none"> <li>• Revenue Database</li> <li>• Revenue Foregone Database</li> <li>• GDP Database</li> <li>• Arrears Database</li> <li>• Outstanding VAT Database</li> <li>• Water Resource Tax Database</li> </ul>
<b>Policy Papers</b>	<ul style="list-style-type: none"> <li>• Formulate high quality policy papers with sound research and analysis;</li> <li>• Clear impact analysis; economic, social and legal implications;</li> <li>• Use of relevant data and information.</li> </ul>
<b>Analysis of Taxation and Customs laws, International Trade Agreements and Double Tax Agreements</b>	<ul style="list-style-type: none"> <li>• Quality research and report formulation of International Tax and Customs Laws, Trade Agreements and Double Tax Agreements.</li> </ul>

<p align="center"><b>Cabinet Paper</b></p>	<ul style="list-style-type: none"> <li>▪ Drafting of Cabinet paper as per the request from Legal or executive Management;</li> <li>▪ Liaison with legal and operations team with respect to the legislative change and its intent and rationale;</li> <li>▪ Ensuring the cabinet paper correctly highlights the intent and rationale of the legislative change.</li> </ul>
<p align="center"><b>Annual Budget Preparation</b></p>	<ul style="list-style-type: none"> <li>▪ Developing Policy Papers for discussing with the Budget Committee which comprises of senior officers from the Ministry of Economy and other external stakeholders; The policy papers require significant research and consultation before it is finalized.</li> <li>▪ Collation and vetting of Private Sector Submissions;</li> <li>▪ Discussion and liaison with the applicants and relevant government agencies which also includes site and factory visits;</li> <li>▪ Discussion of the submissions with the Operational teams;</li> <li>▪ Discussion and finalization of recommendation with the executive team including the CEO;</li> <li>▪ Presentation at the Budget Committee;</li> <li>▪ Collation and vetting of the In-House Submissions;</li> <li>▪ Discussions with the operational, legal and executive management;</li> <li>▪ Finalization of the in-house submissions;</li> <li>▪ Presentation at the Budget Committee;</li> <li>▪ Draft summary of the revenue policies</li> <li>▪ Draft Budget Supplement;</li> <li>▪ Assist in drafting of the budget speech;</li> <li>▪ Assist the Legal team with the drafting of the cabinet papers based on the legislative changes;</li> <li>▪ Attend the pre-budget and post-budget forums.</li> </ul>
<p align="center"><b>Board Paper Analysis (monthly task)</b></p>	<ul style="list-style-type: none"> <li>• Reconciliation of Monthly Revenue Report submitted by Finance for release to Executive Management;</li> <li>• Updating monthly revenue data;</li> <li>• Undertake data analysis for inclusion in board paper write-up;</li> <li>• Inclusion of other requests/ action items for board presentation;</li> </ul>

	<ul style="list-style-type: none"> <li>• Draft the revenue board paper and submission to Senior Analyst;</li> <li>• Prepare revenue presentation</li> </ul>
<b>Attendance at External Forums</b>	<ul style="list-style-type: none"> <li>• Macro Technical Committee (MTC) – Gross Domestic Product, Balance and Payment and Trade <ul style="list-style-type: none"> <li>○ Attend the three rounds on MTC meetings which are convened two times a year, which means 6 meetings per year</li> <li>○ Attend any other meetings by MTC on ad hoc issues such as revision of figures</li> <li>○</li> </ul> </li> </ul>
<b>Facilitation of Internal and External Data Request</b>	<ul style="list-style-type: none"> <li>• Internal data request <ul style="list-style-type: none"> <li>○ Facilitate data requests from tax and customs division</li> <li>○ Request data from IT</li> <li>○ Data validation and cleansing</li> <li>○ Extrapolating the data as per the user’s need</li> <li>○ Most common data request- historical revenue collections and trends, forecast summary, no. of taxpayers by tax type, revenue variance analysis, data request for specific policy issues such as bus industry, movie industry, hotel industry, mining industry, no. of companies enjoying incentives and the respective revenue loss.</li> </ul> </li> <li>• External data request <ul style="list-style-type: none"> <li>○ Facilitate data requests from external stakeholders</li> <li>○ Extrapolating the data as per the user’s need</li> <li>○ Common stakeholders include Ministry of Economy, Fiji Bureau of Statistics, Reserve Bank of Fiji, Investments Fiji, Ministry of Industry, Trade and Tourism, Fiji Commerce Commission, Parliament, SG’s Office, PM’s Office, Export Council and other Government ministries.</li> </ul> </li> </ul>
<b>Regional Database- Revenue Administration Fiscal Information Tool (RAFIT) &amp; International Survey on Revenue Administration (ISORA)</b>	<ul style="list-style-type: none"> <li>• Annual compilation of country data for IMF database.</li> <li>• Data analysis as per the format required in IMF database</li> <li>• Consultations with operational team for their input where Policy team cannot directly access the data- example Finance, Human Resources, Public Relations, Audit and Legal teams.</li> </ul>
<b>Partnerships and Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Work closely with colleagues in FRCS to support the development of a workforce that is capable, adaptable, agile, with a focus on promoting a career in FRCS</li> <li>▪ Ensure that the highest standards of internal and external customer service is consistently delivered by your Team</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate a strong on-going partnership approach to the development of frameworks, supporting initiatives, and delivery of support services to leaders across FRCS</li> </ul>

	<ul style="list-style-type: none"> <li>Take responsibility and contribute to HR/OD projects as allocated from time-to-time ensuring delivery on time to standard using good practice project management principals, templates, and practices</li> </ul>
<b>Risk Management and Security</b>	<ul style="list-style-type: none"> <li>Assist with identification of people and organizational risks, in your area of responsibilities, ensure mitigation strategies are in place and as appropriate, action taken to minimise any actual or potential impact</li> <li>Support HR Services with initiatives to have an up-to-date risk management framework in place linked to FRCS risk management strategies</li> </ul>
<b>Health, Safety, and Wellness</b>	<ul style="list-style-type: none"> <li>Promote and support initiatives for high standards of Health, Safety and Wellness across FRCS</li> <li>Understand and implement your responsibilities and accountabilities with regards to Health Safety and Well-being</li> <li>Promote compliance with relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives</li> </ul>

#### DELEGATIONS

As may be delegated from time to time for specific tasks.

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#### PERSON SPECIFICATION

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#### ESSENTIAL

Bachelor Degree in Economics or related field.  
 Experience in Data Analysis and policy work  
 More than 3 years of work experience  
 Experience in similar role within a large complex Organization

#### PERFORMANCE COMPETENCY INDICATORS

As an Analyst your performance is measured through two criteria:

- Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Manager Forecast & Modelling on progress, and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.
- Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
<b>PROCESS MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Consistently good at identifying the necessary processes, and organising the right people to get things done</li> <li>Knows what to measure and how to measure it so that complex processes can be refined and more can be achieved with fewer resources</li> <li>Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner</li> </ul>

<p style="text-align: center;"><b>DECISION QUALITY</b></p>	<ul style="list-style-type: none"> <li>▪ Utilises a mixture of analysis, wisdom, experience, and judgement to make high quality, timely decisions, and produce ideas and solutions which are accurate.</li> <li>▪ Assist others to make decisions by giving advice and offering solutions and can use his/her time efficiently to make effective decisions even when information is complex, or there are time pressures.</li> </ul>
<p style="text-align: center;"><b>COURAGE CONVERSATION</b></p>	<ul style="list-style-type: none"> <li>▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical)</li> <li>▪ Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so</li> </ul>
<p style="text-align: center;"><b>SELF DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>▪ Is personally committed to and actively works to continuously improve self</li> <li>▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.</li> </ul>
<p style="text-align: center;"><b>DRIVE FOR RESULTS</b></p>	<ul style="list-style-type: none"> <li>▪ Can be counted on to successfully exceed goals and expectations by consistently be a top performer, continually pushing themselves and others for results</li> </ul>
<p style="text-align: center;"><b>LISTENING</b></p>	<ul style="list-style-type: none"> <li>▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees</li> <li>▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting</li> </ul>

**Analyst - Position Description April 2020 - L7-003**

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