

## **JOB DESCRIPTION**

**JOB TITLE:** Director

**MINISTRY:** Finance & Economic Affairs

**GRADE:** 11

**REPORTS TO:** Permanent Secretary

**RESPONSIBLE FOR:** The Directorate

**PURPOSE:** To provide technical support for the attainment of prudent fiscal and economic management

**QUALIFICATIONS:** MSc in Economics, Finance or related fields

**EXPERIENCE:** 10 years

**SKILLS:**

- Econometric Analysis
- Spreadsheets
- Research
- Economic analysis
- Statistical
- Negotiation
- Multi-lateral & donor relations
- Financial Analysis
- Project Management
- Investment Analysis
- Coordination
- People Management
- Report Writing
- Communication

## **RESPONSIBILITIES:**

- 1. Responsible for providing technical advice to the Permanent Secretary**
- 2. Responsible for the day-to-day administration of the department**

## **DUTIES:**

### **R1: Responsible for providing technical advice to the Permanent Secretary**

- a) Coordinates the conduct of revenue and expenditure forecasting through the Medium-Term Fiscal Framework in order to facilitate the budget planning process.
- b) Coordinates the conduct of liquidity forecasting by providing government revenue projections in order to determine financing gap.
- c) Coordinates the formulation, review and implementation of revenue policies.
- d) Coordinates the conduct of macroeconomic and fiscal analysis in order to assess the economy.
- e) Coordinates the preparation of macro-economic bulletins, policy briefs and fiscal reports, in order to provide a comprehensive update on economic performance.
- f) Serves as a focal point for the IMF in order to monitor compliance with the Staff Monitoring Programme.
- g) Monitors the implications of policy decisions and timely analysis of data, with focus on macro-economic and fiscal policies.
- h) Undertakes economic policy simulations for analyzing the macroeconomic and sectoral effects of specific government policies.
- i) Undertakes macroeconomic and fiscal analysis and develops/adopts macroeconomic models that provide insight into the Gambian economic situation.

- j) Conducts concessionary level assessments in order to ensure loans satisfy the minimum grant policy.
- k) Coordinates the design of government borrowing and debt management policies through the debt management strategy.
- l) Supervises the implementation of debt management strategy in order to facilitate resource mobilization for development.
- m) Supervises the preparation of the MTDs publications, debt sustainability analysis publications, annual debt bulletins and quarterly debt reports, in order to provide comprehensive information of the debt situation to stakeholders.
- n) Participates in loan negotiations.
- o) Ensures timely processing of loan repayments.
- p) Coordinates the conduct of an efficient budget planning process.
- q) Coordinates the preparation of the annual estimates of government revenue and expenditure.
- r) Ensures timely and compliant Budget Execution.
- s) Ensures accurate and up-to-date budget execution reporting.
- t) Coordinates the monitoring of budget execution.
- u) Facilitates prudent private investment in the public sector.
- v) Provides oversight to State Owned Enterprises.
- w) Coordinates the implementation of public finance reform programmes.
- x) Monitors and evaluates the implementation of PFM Reforms.
- y) Coordinates the conduct of awareness campaigns, in order to disseminate information on public finance reform programmes to all stakeholders (including civil society and the public).
- z) Provides oversight on multilateral agency programmes and projects.
- aa) Monitors the implementation of multilateral agency programmes and projects.

**R2: Responsible for the day-to-day administration of the department**

- a) Assigns and delegates tasks to staff.
- b) Monitors and evaluates staff performance.
- c) Coordinates capacity and career development for staff.
- d) Ensures the availability of all necessary resources for the effective functioning of the department.
- e) Ensures a conducive working environment.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Economist/Financial Analyst/Fiscal Officer/Loans Officer

**MINISTRY:** Finance & Economic Affairs

**GRADE:** 10

**REPORTS TO:** Director

**RESPONSIBLE FOR:** Senior Economist/Financial Analyst/Fiscal Officer/Loans Officer

**PURPOSE:** To assist in ensuring effective functioning of the Directorate

**QUALIFICATIONS:** MSc in Economics, Finance or related fields

**EXPERIENCE:** 5 years

**SKILLS:**

- Research
- Economic analysis
- Statistical
- Econometrics
- Report Writing
- Communication
- Financial analysis

**DUTIES:**

- a) Assists in coordinating the design of government borrowing and debt management policies through the debt management strategy.
- b) Supervises the implementation of debt management strategies in order to facilitate resource mobilization for development.

- c) Conducts concessionary level assessments in order to ensure loans satisfy the minimum grant policy.
- d) Supervises the update of data on the CSDRM database in order to ensure availability of accurate data.
- e) Supervises the processing of loan repayments.
- f) Participates in the conduct of debt sustainability analysis (DSAs).
- g) Prepares MTDs publications, debt sustainability analysis publications, annual debt bulletins and quarterly debt reports, in order to provide comprehensive information of the debt situation to stakeholders.
- h) Conducts medium and long-term forecasting of government revenue in order facilitate the determination of government resource envelops.
- i) Assists in the preparation and production of periodic macroeconomic reviews and forecasts of macroeconomic variables and trends.
- j) Participates in the development of a comprehensive macroeconomic framework for The Gambia in order to monitor its macroeconomic performance.
- k) Conducts research on government fiscal policies in order to assess its impact on the economy.
- l) Prepares macro-economic bulletins, policy briefs and fiscal reports, in order to provide a comprehensive update on economic performance.
- m) Participates in the formulation and review of economic policies.
- n) Reviews duty exemption requests to determine eligibility.
- o) Assists in coordinating the oversight of multilateral agency programmes and projects.
- p) Conducts the monitoring of implementation of multilateral agency programmes and projects.

- q) Conducts Country Portfolio Performance Review (CPPR) for donor funded projects.
- r) Assists in coordinating the Aid Management Platform (AMP), its implementation and the periodic assessment of indicators.
- s) Assists in coordinating the design of PFM reforms.
- t) Assists in coordinating the implementation of PFM reform programmes.
- u) Reviews technical dossiers of public finance reform prepared by the relevant public Ministries, Departments and Agencies (MDAs).
- v) Conducts awareness campaigns in order to disseminate information on PFM reform programmes to all stakeholders including civil society and the general public.
- w) Monitors the implementation of PFM reforms amongst stakeholders.
- x) Participates in the preparation of the budget framework paper by providing relevant expenditure data in order to assist the initiation of the budget planning process.
- y) Participates in the preparation of the budget call circular in order to outline budget preparation guidelines, MDA budget ceilings, etc.
- z) Reviews and analyses MDA budget submissions in order to assess compliance with budget preparation guidelines.
- aa) Assists in coordinating the conduct of budget bilaterals with MDAs, in order to determine yearly budgets.
- bb) Facilitates budget execution by reviewing MDAs' cash plans, preparing consolidated cash plans/frameworks and carrying out monthly cash allocations.
- cc) Coordinates the preparation of monthly expenditure reports in order to show government expenditure trends.

- dd) Conducts reviews and analysis of public private partnership investment proposals in order to ensure viable and sustainable privately-funded public projects are entered into.
- ee) Carries out development and review of guidelines for PPP project preparation, bidding negotiation and contract management.
- ff) Conducts reviews and analysis of Public Enterprises' annual budgets in order to facilitate approval by the approving authority.
- gg) Assists in coordinating the supervision and oversight of state-owned enterprises in order to ensure performance to allow for payment of dividends to the government.
- hh) Assists in the day-to-day administration of the directorate.



## **JOB DESCRIPTION**

**JOB TITLE:** Senior Economist/Financial Analyst/Fiscal Officer/Loans Officer

**MINISTRY:** Finance & Economic Affairs

**GRADE:** 10

**REPORTS TO:** Principal Economist/Financial Analyst/Fiscal Officer/Loans Officer

**RESPONSIBLE FOR:** Economist/Financial Analyst/Fiscal Officer/Loans Officer

**PURPOSE:** To provide technical analysis in order to assist achieve the directorate's mandate

**QUALIFICATIONS:** MSc in Economics, Finance or related fields

**EXPERIENCE:** 3 years

**SKILLS:**

- Economic Analysis
- Statistical
- Spreadsheets
- Research
- Data collection
- Report Writing
- Communication
- Financial analysis

**DUTIES:**

- a) Participates in the production of monthly fiscal briefs in order to outline government revenue vis-a-vis its expenditure.

- b) Participates in the provision of estimates of revenue, domestic tax revenue and non-tax revenue in order to facilitate the production of yearly estimates of revenue and expenditure.
- c) Participates in the formulation and review of economic policies.
- d) Reviews duty exemption requests to determine eligibility.
- e) Participates in project managers' forums in order to assess the implementation of projects and programmes.
- f) Conducts trainings on the use of the Aid Management Platform (AMP).
- g) Conducts biannual Paris Declaration surveys.
- h) Participates in the formulation and implementation of debt management strategies.
- i) Participates in the review of technical dossiers of public finance reform, prepared by the relevant public Ministries, Departments and Agencies (MDAs).
- j) Participates in awareness campaigns in order to disseminate information on PFM reform programmes to all stakeholders including civil society and the public.
- k) Participates in the monitoring of the implementation of PFM reforms amongst stakeholders.
- l) Assists in the formulation and implementation of government debt strategy in order to facilitate government financing needs at the lowest possible cost.
- m) Prepares quarterly and annual debt bulletins in order to provide a detailed outline of government debt portfolio/debt stock/debt servicing requirements.
- n) Participates in the conduct of debt sustainability analysis in order to assess the country's debt sustainability.
- o) Participates in the conduct of liquidity forecasting in order to determine the government's monthly borrowing requirements.
- p) Monitors exchange rate markets in order to assess impacts on debt servicing.

- q) Generates reports from the IFMIS and prepares summary briefs on monthly MDA expenditures in order to highlight expenditure patterns.
- r) Monitors budget implementation by analysing MDA budget executions and ascertaining their budget balances.
- s) Participates in the preparation of the budget call circular.
- t) Participates in the conduct of budget bilaterals.
- u) Facilitates budget executions by reviewing MDAs' cash plans, preparing consolidated cash plans/framework and carrying out monthly cash allocations.

## **JOB DESCRIPTION**

**JOB TITLE:** Economist/Financial Analyst/Fiscal Officer/Loans Officer

**MINISTRY:** Finance and Economic Affairs

**GRADE:** 8

**REPORTS TO:** Senior Economist/Financial Analyst/Fiscal Officer/Loans Officer

**RESPONSIBLE FOR:** Cadet Economist

**PURPOSE:** To provide support in the day-to-day running of the directorate

**QUALIFICATIONS:** BSc in Economics/Finance or related field

**EXPERIENCE:** 2 years

**SKILLS:**

Economic Analysis

Financial Analysis

Spreadsheets

Research

Analytical

Communication

Data Collection

**DUTIES:**

- a) Participates in Aid Management Task Force Meetings.
- b) Participates in the Development of annual aid bulletins.
- c) Participates in conducting Country Portfolio Performance Review (CPPR) for donor-funded projects.

- d) Participates in the conduct of debt sustainability analyses.
- e) Processes payments of the government's public debts.
- f) Participates in the formulation and implementation of debt management strategies.
- g) Participates in awareness campaigns in order to disseminate information on public finance reform programmes to all stakeholders (including civil society and the public).
- h) Assists in monitoring the implementation of PFM reforms amongst stakeholders.
- i) Participates in the technical dossiers of public finance reform prepared by the relevant public Ministries, Departments and Agencies (MDAs).
- j) Participates in the conduct of annual economic forecasts (Economist).
- k) Updates exchange rate data frameworks in order to facilitate the monitoring of exchange rate market movements.
- l) Updates macro-economic frameworks in order to facilitate the monitoring of economic performance.
- m) Processes bills from creditors in order to initiate and facilitate payment of due loans.
- n) Updates the CSDRM with new loan instruments/domestic debt etc., in order to facilitate execution and analysis.
- o) Generates reports from the CSDRM in order to project debt servicing requirements and facilitate servicing.
- p) Generates reports from the Integrated Financial Management Information System in order to monitor debt servicing.
- q) Processes requests from donor-funded projects in order to facilitate the disbursement of funds.
- r) Participates in the conduct of data validation in order to ensure accuracy before dissemination.

- s) Participates in budget preparations, by reviewing and analysing MDAs budget submissions in order to assess compliance with the budget ceiling, correct classification, revenue projections (for revenue earning MDAs) etc.
- t) Participates in the conduct of budget bilaterals by providing summary of analysis of MDA budget submissions in order to facilitate decision making.
- u) Generates reports from the IFMIS and prepares summary briefs on monthly MDA expenditures in order to highlight expenditure patterns.
- v) Facilitates budget executions by reviewing MDAs' cash plans, preparing consolidated cash plans/frameworks and carrying out monthly cash allocations.
- w) Reviews PPP project proposals by conducting economic analyses in order to assess their economic impact and viability.
- x) Reviews SOE annual budgets in order to facilitate approval by the approving authority.
- y) Assists in the development and review of directorates' plans.
- z) Reviews PPP project proposals by conducting financial analyses in order to assess financial viability and appropriateness for the government.
- aa) Assists in the supervision and oversight of SOEs by reviewing financial statements, management accounts and annual accounts.
- bb) Reviews SOE annual budgets in order to facilitate approval by the approving authority.