



FIJI REVENUE AND CUSTOMS SERVICE

POSITION DESCRIPTION – AUGUST 2023

POSITION TITLE: SENIOR POLICY ADVISOR

LOCATION: FRCS HEAD OFFICE, SUVA

REPORTS TO: MANAGER POLICY

THE ORGANIZATION

The Fiji Revenue & 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

A Senior Policy Advisor is responsible to research, develop, facilitate and provide advice on policy and interpretative matters for Government, its agencies and the Service.

As a member of the Policy Team, the role contributes to the achievement of our Vision.

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
Government incentive assessment and advice	<ul style="list-style-type: none"> ▪ Provide timely and accurate assessment, advice and review pertaining to incentives available under the Income Tax Act and Income Tax Regulations; ▪ Undertake liaison with applicants including local and foreign investors and their representatives (Accounting, Legal Firms and Consultants); ▪ Undertake meetings with Legal division, operational divisions and Executive Management to finalize concession and incentive requests; ▪ Undertake meetings and liaison with government agencies such as Ministry of Finance, Ministry of Trade, Co-operatives, Small and Medium Enterprises etc. ▪ Providing quality recommendation to the CEO for clearance to the Minister for Finance. ▪ Attending to post assessment enquiries by the Ministries and operations; Provide final decision to the applicants/representatives; ▪ Attending to the post decision enquiries. ▪ Update the decision on the application on NTIS.
Provide administrative and facilitative work relating to incentive assessment	<ul style="list-style-type: none"> ▪ Undertake site inspections and logistical arrangements relating to the investment projects ▪ Assist the FRCS Auditors in the cost verification audits ▪ Ensure to liaise with relevant government agencies to assist investors

	<ul style="list-style-type: none"> ▪ Attend to ad-hoc enquiries relating to the various incentives.
Analysis of Taxation and Customs laws, International Trade Agreements and Double Tax Agreements	<ul style="list-style-type: none"> ▪ Quality research and report formulation of International Tax and Customs Laws, Trade Agreements and Double Tax Agreements.
Database Management and Incentive Monitoring	<ul style="list-style-type: none"> ▪ Undertake monitoring of incentives regularly by working closely with taxation and customs divisions. ▪ Ensure to update incentive database on timely basis ▪ Prompt sending of notifications to recipients of incentive on expiry dates and other pressing issues.
National Budget Preparation	<ul style="list-style-type: none"> ▪ Develop policy papers for discussion with the Budget Committee, comprising of senior officers from the Ministry of Finance and other external stakeholders. The policy papers require significant research and consultation before it is finalized ▪ Analysis, collation and vetting of Private Sector Submissions; Discussion and liaison with the applicants and relevant government agencies which also includes site and factory visits; ▪ Discussion of the submissions with the Operational teams; ▪ Discussion and finalization of recommendation with the executive team including the CEO; ▪ Presentation at the Budget Committee; ▪ Analysis, collation and vetting of the In-House Submissions; ▪ Discussions with the operational, legal and executive management; ▪ Finalization of the in-house submissions; ▪ Presentation at the Budget Committee; ▪ Draft summary of the revenue policies ▪ Draft Budget Supplement; ▪ Assist in drafting of the budget speech; ▪ Assist the Legal team with the drafting of the cabinet papers as per the legislative changes; ▪ Attend the pre-budget and post-budget forums.
Documentation of Cabinet Papers and provide advice	<ul style="list-style-type: none"> ▪ Drafting of Cabinet paper as per the request from Legal or executive Management; ▪ Undertake discussions with legal and operations team with respect to the legislative change and its intent and rationale; ▪ Ensuring the cabinet paper correctly highlights the intent and rationale of the legislative change. ▪ Provide quality and timely advice relating to Tax and Customs matters to internal and external stakeholders.
Provide Orientations, conduct Research and Policy papers	<ul style="list-style-type: none"> ▪ Undertake orientations of trade missions to Fiji; ▪ Undertaking orientations and briefings of diplomatic officials such as ambassadors, trade commissioners and officials based in trade offices in other countries;
Research and Policy Papers and Provide Awareness	<ul style="list-style-type: none"> ▪ Complete at least 2 comprehensive policy papers in a year; ▪ Undertake significant research on the topic including literature review; ▪ Data request, extraction and cleansing; ▪ Study the legal dynamics and the policy and laws surrounding the topic and discussion; ▪ Consultation with operational and legal staff; ▪ Consultation with external stakeholders; ▪ Finalization of findings and drafting of the paper; ▪ Finalization of the research/policy paper.

	<ul style="list-style-type: none"> ▪ Conduct in-house training seminars on various aspects of policy and law as required. ▪ Conduct new policy awareness programs. ▪ Conduct in-house training seminars on various aspects of policy and law as required.
External Representation	<ul style="list-style-type: none"> ▪ Representing FRCS in external forums; ▪ Accompanying CEO and other executive management to various meetings; ▪ Delivering presentations at various forums
Partnerships and Customer Service	<ul style="list-style-type: none"> ▪ 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 ▪ Ensure that the highest standards of internal and external customer service is consistently delivered by your Team
Relationship Management	<ul style="list-style-type: none"> ▪ Demonstrate a strong on-going partnership approach to the development of frameworks, supporting initiatives, and delivery of support services to leaders across FRCS ▪ 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
Risk Management and Security	<ul style="list-style-type: none"> ▪ 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 ▪ Support HR Services with initiatives to have an up-to-date risk management framework in place linked to FRCS risk management strategies
Health, Safety, and Wellness	<ul style="list-style-type: none"> ▪ Support initiatives for high standards of Health, Safety and Wellness across FRCS ▪ Understand and implement your responsibilities and accountabilities with regards to Health Safety and Well-being ▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives and that relevant policies are understood, followed and implemented by all employees

DELEGATIONS

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

PERSON SPECIFICATION

ESSENTIAL

Bachelor Degree in Economics, or related field.

More than three (3) years of experience in a similar field

Knowledge and experience of FRCS business and customer base.

PERFORMANCE COMPETENCY INDICATORS

As a Senior Policy Advisor 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 Policy Advice 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.

NB: These may change once the FRCS Employee Competencies are finalized.

COMPETENCY	COMPETENCY DESCRIPTOR
PROCESS MANAGEMENT	<ul style="list-style-type: none"> ▪ Consistently good at identifying the necessary processes, and organising the right people to get things done ▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources ▪ 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
DECISION QUALITY	<ul style="list-style-type: none"> ▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity ▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities
DRIVE FOR RESULTS	<ul style="list-style-type: none"> ▪ Can be counted on to successfully exceed goals and expectations by consistently be a top performer, continually pushing themselves and others for results
LISTENING	<ul style="list-style-type: none"> ▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees ▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting
COURAGE CONVERSATION	<ul style="list-style-type: none"> ▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical) ▪ 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
PRESENTATION SKILLS	<ul style="list-style-type: none"> ▪ Effectively presents to a variety of audience on both uncontroversial and controversial topics ▪ Commands attention and can read the audience, adjusting their approach as needed
INTELLECTUAL HORSEPOWER	<ul style="list-style-type: none"> ▪ Is bright and intelligent, and deals with concepts, decision and complex information or situations in an efficient manner. ▪ Is intellectually sharp, capable and agile; and is mentally flexible and patient with process, and the ideas of others
PROBLEM SOLVING	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searching beyond obvious answers for the best solutions. ▪ Conducts high quality and honest analysis of information and data to aid in problem solving
SELF DEVELOPMENT	<ul style="list-style-type: none"> ▪ Is personally committed to and actively works to continuously improve self

	<ul style="list-style-type: none">▪ Understands that different situations June call for different skills and approaches, works to strengths and compensates for weaknesses.

SENIOR POLICY ADVISOR - Position Description August 2023
