

HIGHER EDUCATION COMMISSION FIJI

JOB DESCRIPTION

JOB TITLE	FUNDING ANALYST
DEPARTMENT	FINANCE AND DATA MANAGEMENT SYSTEM
DURATION	3 years
EMPLOYMENT STATUS	Fixed
LOCATION	22 Gorrie Street – Suva

Scope

- To facilitate the compliance of higher education institutions (HEIs) in respect of the desired outputs and outcomes from the capital and operating grants received from Govt; and in conjunction with the institutional registration requirements mandated under the Higher Education Promulgation.
- The position helps administer; monitor; and evaluate the usage of Operating and Capital grants to the Universities and HEIs to ensure that funds are efficiently and effectively utilized within the ambit of relevant legislations and MOA's.
- **FUNDING MODEL**
 - I. To assist in the calculations and submission to Government for the following year's Funding Model;
 - II. To assist in the implementation of the current year's Funding Model for eligible HEI's and assist populate the funding model with data and information.
- **GOVERNMENT GRANT**
 - III. Assist and facilitate in the drafting of MOA's
 - To disburse, visit, monitor, evaluate and report on the use and outcomes derived by HEIs
 - IV. from Operating and Capital grants given by the state;
- **INSTITUTIONAL COMPLIANCE (INVOLVED WITH THE PROFESSIONAL SERVICES SECTION IN A COLLABORATIVE AND SUPPLEMENTARY ROLE)**

EXPECTED RESULT AREAS

- I. **Funding Model**

To assist in the calculations and submission to Government for the following year's Funding Model

- Prepare presentation and present to HEI's on the application criteria for funding and the revised data template for funding model data submission;
- Follow up with HEI's for the submission of the funding model data and provide assistance to HEI's about the particulars of the template;
- Assist authenticate funding model data against ROL data, annual reports, and audited financials;
- Assist revert to HEIs for adjustments and justifications if there are gaps in the verification and authentication of data;
- Assist perform calculations required to determine funding for respective HEI's;
- Present to HEIs and discuss with them the funding they will receive and method used in calculating the proposed grant allocation;
- Write reports on the discussions, meetings and visits to HEIs.
- Efficient and effective implementation of current funding model;
- Review and amend following year's funding model if required;
- All authentication, verification, and analysis of data are completed on time;
- Data is timely made available for database population.
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To assist in the implementation of the current year's Funding Model for eligible HEI's

- Assist organize logistics for meetings with HEI's that will be receiving funding for the year;
- Assist revise presentations and present to HEI's on the obligations, deadlines, and requirements of the funding model for HEI's;

II. Government Grant – Operating and Capital

- Assist in the drafting of Memorandum of Agreements (MOA) for operating and capital grant.
- Liaise with Solicitor General's Office for vetting of MOA's.
- Liaise with HEIs on the signing of MOA's.
- Liaise with relevant HEIs and Ministries in regard to the MOA and the Ministry of Finance on disbursements.
- Design and send templates on the Investment Plan, Quarterly Acquittal and Progress Report to HEIs.
- Monthly reporting on the use of disbursed grants to the SFCCO unit in the Office of the Prime Minister.
- Prepare monitoring and reporting plans to ensure that the outputs and outcomes are achieved; effectively and efficiently.
- Visit HEIs to monitor the usage and impact of 2015 operating and capital grants.
- Receives, analyse and verify quarterly acquittals and progress reports. Vetting of documents and reports from HEIs and documenting of site visit reports and finalise quarterly progress reports on Operating and Capital grants.
- Report on the acquittals stating HECF's recommendations whether to release or withhold further disbursement.
- Prepare and table reports to the Commission.
- Memorandum of Agreement designed, vetted by the Solicitor General's Office and sent to funded institutions, with efficiency.
- Timely disbursement of operating and capital grant to HEIs.

- Effective and efficient monitoring of use of grant by HEIs, verification of receipts, vouchers, cheque book and any other document.
- Reports on all major activities are timely submitted for official records.
- Quarterly acquittal and reports checked, analysed and sent to Ministry of Education for the release of the next quarter grant.
- Concerns regarding non-compliance are reported and are efficiently and effectively handled.
- That the impact of the grants is monitored, achieved or is visibly being progressively achieved.

III. Institutional Compliance

- Assist ensure that HEIs adhere to the Qualifications Regulation and institutional Registration.
- Develop templates for evaluation and for assorted compliance checks.
- Communicate with the HEI administrators regarding compliance issues.
- Provide support to the Professional Services section on monitoring of compliance visits to HEIs.
- Concerns regarding non-compliance are reported to the Commission and appropriate parties.
- Non-compliance issues can be economically resolved.
- Higher Education Institutions adhere to the rules and regulations of HECF.
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Within the context of the Expected Result Areas described above, the incumbent will be required to:

Demonstrate Accountability by:	<ul style="list-style-type: none"> • Completing assigned tasks to agreed time-lines. (Guideline for self) • Accepting personal responsibility for the quality of their work and takes all appropriate steps to ensure that intended outcomes are achieved. • Taking personal responsibility for decisions within their delegation. • Acknowledging and correcting mistakes. • Making effective use of their work time. • Is not absent without reason and ensures their work can be covered during foreseeable absences.
Support Teamwork by:	<ul style="list-style-type: none"> • Valuing all team members and promotes co-operation and good morale, creating a feeling of belonging. • Effectively working with people from different cultures and embraces the value that cultural diversity brings to the workplace. • Putting team success ahead of individual success. • Providing support to other team members when it is requested.

	<ul style="list-style-type: none"> • Taking charge when necessary to facilitate action or to making a decision but doesn't overstep their authority. • Looking to build their own expertise and share it with others. • Actively contributing to process improvement within the team.
Contribute to the organisation by:	<ul style="list-style-type: none"> • Promoting the values of the Fiji Higher Education Commission both internally and externally. • Acting professionally at all times in terms of personal integrity, confidentiality and respect for all colleagues. • Understanding how their work contributes to the success of the organisation in achieving its external strategy and KPIs. • being open in discussion about the ways in which processes can be improved across the Commission or ways in which organisational risks within their areas of expertise can be managed more effectively.
Take responsibility for general health and safety by:	<ul style="list-style-type: none"> • Taking responsibility for own health, safety and well-being and actively seeks to ensure the health, safety and well-being of others.
<p>Contribute and adhere to HECF's values on:</p> <ul style="list-style-type: none"> • Commitment to excellence in higher education and training • Commitment to exceptional services when aiding all our stakeholders • Integrity and transparency • Innovation and responsiveness for continued relevance • Lifelong learning for learners • Commitment to our people and their contribution 	

Key Selection Criteria

The candidate for this position is expected to have a relevant Masters degree or a relevant undergraduate degree with several years of relevant work experience aligned with the roles and responsibilities of the position. A general composite competency is required, based in the following areas of Accounting, Economics, Statistics, Research and Information Technology. Also required, is a good working knowledge of Microsoft Office and the ability to find and proficiently analyse and

report on data information. The candidate must be a lateral thinker and can operate independently in most instances.

Financial Authority (Yes/No)

Budget owner: No

Delegated Financial Authority as per HECF's Delegations Policy: No

Responsible for new employee hire: Support

BUDGETARY RESPONSIBILITY

- Draft minute paper for expenditures;
- Provide supporting documents for sectional budget allocations; and
- Assist in the process of approving disbursement and monitoring government grants.

People Management

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Induction / Onboarding/professional development

RELATIONSHIPS

- **Directly responsible to:**
Director
- **Functional relationships with:**

Position	Organization	Internal / External
Policy Analysts	HECF	Internal
Team Leader Finance & Research	HECF	Internal
Team Leader Professional Services	HECF	Internal
Team Leader Corporate Services	HECF	Internal
Director	HECF	Internal
Executive Chairman	HECF	Internal
Principal & Senior Economic Planning Officer	Ministry of Finance	External

Manager Finance & Principal Accounts Officer	Ministry of Education	External
Director	National Employment Centre	External
Institution Heads	Higher Education Institutions	External
Principal Economic Officer	Ministry of Finance	External
Economic Planning Officer	Ministry of Finance	External
Senior Legal Officer	Office of the Solicitor General	External
Director -SFCCO	Office of the Prime Minister	External
Analysts	Ministry of Strategic Planning, National Development and Statistics	External
VC'S , Principals, Directors and Senior Management	Universities and HEIs	External