



RESERVE BANK OF FIJI



EMPLOYMENT OPPORTUNITY

The **Reserve Bank of Fiji** is an equal employment opportunity (EEO) employer that promotes quality management through teamwork (QMT) and related productivity concepts of continuous improvement, team building and customer focus. Our role is to manage the issue of currency and promote monetary and financial stability, conducive for balanced economic development of the country.

We are seeking the services of an experienced and motivated individual who will be able to work as part of a dynamic Team and invite applications for the following position:

RESEARCH ASSISTANT

CATEGORY 3B SALARY RANGE: \$30,759 - \$41,615

Ref. No: 24/10

This position reports to the Manager of the Publications and Statistics unit in the Economics Group. The main responsibilities of the successful candidate will be to collect, verify, organise and record information on all sectors of the economy. The candidate will also be expected to contribute towards the analysis of the Bank's economic publications, surveys and reports. Additionally, the candidate will need to ensure that the databases, graphs and other tools used to perform key activities are accurate, well-structured and appropriately documented. The successful candidate will also be required to provide accurate and timely information to the Bank's stakeholders.

The successful candidate must possess a Degree in Economics, Statistics, Computing, Information Systems, Business Studies or any related discipline with at least two years of work experience in a similar role. Must be proficient in Microsoft Office applications (Word, Excel and PowerPoint) and data analysis. The successful candidate must also have a strong ability to collect, check, sort and manage or create databases. A solid understanding and proficiency in statistics, relevant software and basic design tools (Prezi and Canva) is strongly preferred. Other key competencies required include a proven ability to work under pressure with minimum supervision, the ability to deliver timely results, good time management, and work well in a team, establish and maintain stakeholder relationships and attention to detail.

GENERAL INFORMATION

Applications must be submitted using the Reserve Bank online application form available on our website, <https://www.rbf.gov.fj/careers/>.

For further information, please contact Ms Sukhia Go, Manager Human Resources, on telephone 3223228 or email sukhia@rbf.gov.fj

Hardcopy applications will not be accepted.

Applications close on Friday, 31 May 2024 at 5:00pm.

Due to the large number of applications received for our vacancies, only successful candidates will be contacted for an interview. We appreciate the time invested in all submitted applications.