

MACRO-ECONOMIC ANALYST I

JOB SUMMARY

The incumbent will be responsible for performing specialized professional and technical functions within the Economic Management Division, Ministry of Finance, in the field of macroeconomic monitoring, analysis, forecasting, reporting and policy formulation. Duties would be performed within the primary Unit to which assigned and/or within another Unit when required. Areas of focus could relate to the real, fiscal, monetary, financial, Balance of Payments (BOP), or trade sectors, international matters, as well as Trinidad and Tobago's economic and financial relationship with CARICOM.

The employee will report to and provide direct support to the Macro-Economic Analyst II.

The employee will be subject to supervision, mentoring and guidance through review, discussion and evaluation of reports, recommendations and other work by the Macro-Economic Analyst II and the Senior Macro-Economic Analyst.

DUTIES AND RESPONSIBILITIES:

The incumbent will be responsible for performing the primary professional and technical functions within his or her respective Unit, including those relating to the following:

- Monitoring domestic, regional and global economic markets, developments and trends with a view to assessing their impact on the Trinidad and Tobago economy and providing related analyses;
- Preparation of the real, fiscal, external and monetary sector inputs for the development of the Medium Term Macroeconomic Framework (MTMF) and/or Medium Term Fiscal Framework (MTFF);
- Preparation of inputs for the national Budget, and the Mid-Year Budget Review;
- Preparation of inputs for the annual Review of the Economy, as well as other technical/economic reports on Trinidad and Tobago;
- Provision of ongoing technical information and recommendations to senior Ministry officials;
- Articulation of the assumptions and technical implications of the Ministry's medium-term economic projections for technical discussions with credit rating agencies and international and regional financial institutions, and other interested parties and stakeholders;

- Maintenance of estimates, forecasts and related narratives for a database of economic indicators;
- Participation in ongoing professional dialogue with key private sector and public sector stakeholders in various industries and associations to ensure access to and awareness of the latest economic intelligence in the relevant sector;
- Preparing reports on Trinidad and Tobago's macroeconomic outlook, as well as policy proposals, Notes for Cabinet and position papers on various issues.
- Verifying, vetting, and commenting on economic reports on Trinidad and Tobago with a view to ensuring consistency and conformance with national goals/policies;
- Coordination of technical Missions to Trinidad and Tobago;
- Representing the Ministry on boards and committees, and at meetings, seminars and workshops both locally and internationally, including CARICOM related Committees and Sub-Committees;
- Undertaking special projects;

KNOWLEDGE:

- Knowledge of the theory, principles and practices of economics.
- Working knowledge of applied economics and of current economic conditions, developments and prospects.
- Training in econometrics and working experience in macroeconomic policy formulation would be considered an asset.
- Extensive knowledge of MS Office (particularly Word, Excel, and PowerPoint).
- Knowledge of Eviews and/or other relevant econometric, statistics, and forecasting software would be considered an asset.
- Knowledge and understanding of research and analytical techniques and of the methods of statistical and mathematical analysis.
- Knowledge of the IMF Financial Programming methodologies and related policies would be considered an asset.

- Knowledge of Government's Financial Regulations and Instructions, and the principles of Public Administration would be considered an asset.

SKILLS AND ABILITIES:

- Can successfully operate within a dynamic and demanding work environment, and maintain a positive attitude amidst challenges.
- Has a teachable attitude, is focused, self-driven, attentive to duty, dependable, and willing to go beyond the call of duty when needed to get the job done.
- Demonstrates resilience, is self-motivated and results oriented with an ability to perform diligently under pressure, think quickly and meet short deadlines.
- Is detail oriented, able to follow instructions and performs duties with accuracy.
- Works effectively within a team.
- Has sound investigative, analytical and critical thinking skills including an ability to identify, analyze and creatively solve complex problems and issues and make informed judgments, and can offer pertinent recommendations as circumstances require.
- Communicates effectively and expresses ideas clearly and concisely, both spoken and written (with legible handwriting), and can prepare coherent and comprehensive reports and presentations.
- Can develop and maintain effective and collaborative working relationships (through networking and interpersonal skills) with colleagues and other stakeholders.
- Can establish and maintain structured data records and use contemporary computer software applications and packages, including word processing, spreadsheets, presentations and the internet.
- Can interpret economic, statistical and analytical data and reports.
- Responds positively to creative criticism and learns from mistakes.

MINIMUM EXPERIENCE AND TRAINING

- Educational training as evidenced by possession of a Bachelor's degree in Economics from a recognized institution.
- Specialized training in financial programming, macroeconomic policies, forecasting, and/or macro-economic modeling would be considered an asset.