

JOB DESCRIPTION

Senior Macro Economic Analyst Energy Sub-Unit Real Sector Unit Economic Management Division (EMD)

Kind of Work

1. Manage/supervises and performs highly specialized professional work in the field of macroeconomic monitoring, analysis, forecasting, reporting and policy formulation.
2. Manage/supervises and guides the work of a small team of professional staff, operating in a demanding, time sensitive, and multi-tasking environment, on highly technical matters that directly impact on the sustainability of the finances of the Government of Trinidad and Tobago and the economic wellbeing of all citizens.
3. Provides direct support to the Assistant Manager in the performance of his or her duties.
4. Performs highly specialized duties in the Energy Sub-Unit or the other Units of the EMD when necessary (in a backup capacity) or on rotation, based on training and experience in *inter-alia*, related real sector, fiscal, Balance of Payments, monetary, financial, trade, CARICOM or international functions.

Distinguishing Features of Work

5. An employee in this post is the Head of the Energy Sub-Unit of the Real Sector Unit, and is responsible for performing, as well as managing, training, guiding and supervising the Macro Economic Analyst II and Macro Economic Analyst I in the professional and technical functions of the Energy Sub-Unit, relating to *inter alia*:
 - Estimation of Trinidad and Tobago's current year Gross Domestic Product (GDP);
 - Forecasting of GDP, inflation, crude oil and natural gas prices, and unemployment;
 - Developing and using mathematical and statistical tools to provide and maintain estimates and forecasts of economic indicators;
 - Maintenance of estimates, forecasts and related narratives for a database of economic indicators;
 - Collection and monitoring of key real sector data and information;
 - Monitoring global economic markets and trends with a view to assessing their impact on the domestic economy and providing related analyses;
 - Preparation of the energy sector inputs for the development of the Medium Term Macroeconomic Framework (MTMF);
 - Preparation of the inputs for the national Budget, and 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 expert technical information and recommendations to senior Ministry officials.
 - Articulation of the assumptions and technical implications of the Ministry's medium-term economic projections during technical discussions with credit rating agencies, international and regional financial institutions, as well as other interested parties and stakeholders;
 - Establishment of ongoing professional dialogue with key private sector and public sector stakeholders in various industries to ensure access and awareness of the latest economic intelligence in the relevant sector;
 - Verification, vetting and commenting on economic reports on Trinidad and Tobago;
 - Participation in Technical Meetings with energy sector and other companies;
 - Representing the Ministry on boards and committees, and at meetings, seminars and workshops.
6. The employee is responsible in collaboration with the Assistant Manager, and Manager, for developing a programme of economic research (comprising reports and policy papers) on various subjects relating to economic growth, diversification, the labour force, inflation, productivity, employment etc. as inputs in the formulation of fiscal and economic policy.
 7. The employee would manage, mentor and proactively guide the work of a small team of professional and technical staff. Work is performed with a high degree of initiative and independent judgment. The employee is also subject to mentoring and guidance through review, discussion and evaluation of reports, recommendations and other work by the Assistant Manager and the Manager, Economic Management Division.
 8. The employee would also undertake temporary supervisory, forecasting, analytical, statistical or policy formulation duties in the other Units or Sub-Units of the EMD as required.
 9. The employee would guide and supervise the conduct of special projects on matters relevant to the energy sector, as instructed by the Assistant Manager.

Examples of Work

10. Supervising and providing advanced level guidance to the Macro Economic Analyst II, and Macro Economic Analyst I, assigned to the Energy Sub-Unit of the Real Sector Unit.
11. Guiding and supervising the monitoring of real sector developments within the domestic energy sector industries, and related international economic developments, including the international prices of Trinidad and Tobago's major export products.

12. Guiding and supervising the update and maintenance of a database of real sector (energy) economic indicators on Trinidad and Tobago.
13. Guiding and supervising the preparation, advanced review, and publication of the annual nominal and constant price estimates of Trinidad and Tobago's overall Gross Domestic Product, for the current calendar year, in the latest format, through estimation of the major sub-industries such as Mining and Quarrying (Natural Gas and Crude Oil Exploration and Extraction and Petroleum Support Services); Manufacturing (Petroleum and Chemical Products); Trade and Repairs (Petroleum Distribution); and Electricity and Gas (Natural Gas Distribution).
14. Guiding and supervising the preparation (every quarter) and advanced review of 3-year medium term macro-economic forecasts, of international oil and natural gas prices, and overall Gross Domestic Product (in nominal and constant prices), as well as GDP for the energy sector and its component sub-industries, including crude oil and natural gas production, crude oil refining, LNG production, petrochemical production, energy services, inflation, and unemployment. These forecasts underpin the Ministry's medium-term fiscal framework, which sets the macroeconomic parameters for the annual budget; and would enable the Minister of Finance to determine Government's revenue envelope; set the deficit/surplus target, and thereby derive Government's overall expenditure level.
15. Engaging in technical discussions with local and international institutions including the International Monetary Fund, and the credit rating agencies (such as Moody's Investors Services (Moody's), Standard and Poor's Financial Services LLC (S&P), Fitch Ratings Inc. (Fitch) and Caribbean Information and Credit Rating Services Limited (CariCRIS)), as well as other relevant internal and external parties, on the past, present and projected performance of the Trinidad and Tobago economy (real sector), as informed by the EMD's approved Medium Term Macroeconomic Framework and its underlying assumptions.
16. Guiding and supervising the conduct of qualitative and quantitative analyses, the drafting and editing of real sector narratives, and the related data entry, vetting and design of real sector Appendices, Charts and Figures for the annual Review of the Economy budget document. The areas of coverage include: Gross Domestic Product; Petroleum (Drilling, Crude Oil; Natural Gas, LNG, Petrochemicals); Manufacturing; Inflation; Productivity; and Labour Force and Employment.
17. Guiding and supervising the preparation of reports on Trinidad and Tobago's macroeconomic outlook and policy proposals, as well as Notes for Cabinet and position papers on real sector related issues.
18. Verifying the editorial accuracy and technical rigor of draft narratives prepared by the Energy Sub-Unit on real sector subjects for the National Budget Statement and the Mid-

Year Budget Review, as well as other technical and economic reports and publications by the Ministry of Finance.

19. Guiding and supervising the conduct of research on various macroeconomic issues including those impacting macroeconomic and fiscal policy, diversification policy, fiscal sustainability, productivity etc.
20. Conducting technical discussions with the major private and public energy sector stakeholders including the National Gas Company, Shell Trinidad Ltd., BP Trinidad and Tobago Ltd., Heritage Petroleum Company Limited, EOG Resources, BHP Billiton, Atlantic LNG, the Energy Chamber, and other downstream petrochemical companies.
21. Conducting technical discussions with key agencies in the National Statistical System, including the Central Statistical Office, the Central Bank of Trinidad and Tobago, and the Ministry of Energy and Energy Industries on various real sector and methodological issues.
22. Liaising with the Ministry of Energy and Energy Industries on matters relating to the mandate of the Energy Sub-Unit.
23. Representing the Government and or the Ministry on official overseas delegations, at local and international Boards of Directors, meetings, conferences, and working groups, and on Cabinet-appointed Statutory or other committees, and supervising the participation and representation of other members of the Sub-Unit at the above.
24. Provision of support to officers responsible for the coordination of meetings of multilateral financial agencies and rating agencies (such as the IMF, CAF, Moody's Investor Services, Standard and Poor's, Fitch Ratings Inc and CariCRIS) in Trinidad and Tobago.
25. Provision of ongoing expert technical information and recommendations to the Assistant Manager, Manager, Permanent Secretary, Minister of Finance, and other internal and external stakeholders on matters related to the Energy sector.
26. Performing other duties as may be required.

Required Knowledge, Skills and Abilities

27. Extensive knowledge of the theory, principles and practices of Economics in general and on issues related to the Real Sector in particular.
28. Specialized training and considerable working experience in macroeconomic policy formulation and the preparation and use in financial programming of macroeconomic models designed or modified specifically for the Trinidad and Tobago context, to derive

medium term projections in a consistent macroeconomic framework, which would underpin advice provided to Government on the sustainability of fiscal policy.

29. Considerable knowledge of Applied Economics and of current economic conditions, developments and prospects.
30. Knowledge of the IMF Financial Programming methodologies and related policies as evidenced by completion of foundational and advanced courses (such as: Energy Subsidy Reform; Fiscal Frameworks; Fiscal Policy Analysis; Financial Programming and Policies; Fiscal Sustainability; GDP Forecasting; Macroeconomic Accounts and Analysis; Macroeconomic Diagnostics; Macroeconometric Forecasting; Macroeconometric Forecasting and Analysis; Macroeconomic Management in Resource-Rich Countries; Macroeconomic Statistics for Economists; Medium Term Economic and Fiscal Outlook; Monetary and Fiscal Policy Analysis; Revenue Forecasting; and Vulnerability Diagnostics).
31. Extensive knowledge of MS Office and Excel for data analysis and other relevant computer software.
32. Ability to establish and maintain structured data records.
33. Knowledge and understanding of research and analytical techniques and of the methods of statistical and mathematical analysis.
34. Ability to interpret economic, statistical and analytical data and reports.
35. Knowledge of Government's Financial Regulations and Instructions, and the principles of Public Administration.
36. Ability to establish goals, set priorities, devise strategies, delegate tasks, and effectively manage people, projects, time and limited resources for the successful achievement of objectives.
37. Ability to set standards and enforce discipline as necessary.
38. Ability to conduct meetings with persuasiveness and diplomacy.
39. Sound written and oral communication skills inclusive of presentation, networking and interpersonal skills. Ability to express ideas clearly and concisely both orally and in writing, and to prepare coherent and comprehensive reports.
40. Ability to promote effective teamwork, and to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and other agencies.

41. Sound investigative, analytical and critical thinking skills. Ability to analyze issues, make informed judgments, solve problems and provide advice on economic and financial matters.
42. Ability to negotiate and monitor contracts and agreements.
43. Ability to supervise and/or conduct forecasting, analytical and statistical work relating to fiscal, monetary, financial, CARICOM and international issues would be considered as an asset.
44. Demonstrated capacity and flexibility to perform duties in the other Divisional Units based on training and experience in fiscal sector, monetary and trade economics and financial programming would be considered as an asset.

Minimum Experience and Training

45. Substantial work experience (at least nine (9) years) in the field of Economics (with particular emphasis on macroeconomic monitoring, analysis and policy formulation), including substantial work experience (as evaluated by the Permanent Secretary, Ministry of Finance), with a minimum of four (4) years of work experience in a managerial post and/or senior supervisory post (equivalent to Range 60 and above).
46. Educational training as evidenced by possession of a Bachelor's degree in Economics from a recognized institution. A Masters degree in Economics or a closely related field would be considered a major asset.
47. Specialized training in financial programming, macroeconomic policies, forecasting, and/or macro-economic modeling through approved courses provided by specialist international financial institutions and agencies such as the International Monetary Fund (IMF) and the Caribbean Regional Technical Assistance Centre (CARTAC).
48. Any equivalent combination of experience and training.