

ADVERTISEMENT
SECONDMENT -INTERNSHIP PROGRAMME
POLICY, BUDGET, AND DEBT MANAGEMENT DIVISION
MINISTRY OF FINANCE

The Ministry of Finance is seeking to engage five (5) suitable qualified individuals from within and outside the Public Service for a secondment/internship within the Policy, Budget, and Debt Management Unit of the Ministry of Finance.

Interested persons should apply via email to the following address: hr@mof.gov.gd.

Applications should reach no later than **26th May 2023**. All late or unsuitable applications will not be acknowledged.

PURPOSE:

The Ministry of Finance is seeking to build capacity of young economists and analysts and will provide internship opportunities for five (5) suitably qualified individuals in the Policy, Budget, and Debt Management Unit, Ministry of Finance. The secondee or intern will undergo a rigorous recruitment and training exercise and be given the opportunity to work alongside existing staff for a period of 6-12 months, commencing June 15th, 2023.

After the expiration of the secondment/internship, employment opportunities within the Division may become available.

QUALIFICATION REQUIREMENTS:

- A First Degree in Economics, Finance, Business Administration, or related field or higher qualifications.

REQUIRED EXPERIENCE AND SKILLS

- Experience in economic research, data collection and analytics and policy analysis will be an asset.
- Critical thinking, communication (oral and written), working effectively with a team, and the use of Excel are core skills required.

DUTIES AND RESPONSIBILITIES

Policy Unit:

Assist Economists/Analysts with:

- Analysing economic data, using data analytics tools such as Excel, and Excel-based models; writing economic reports and policy briefs; and undertaking policy analysis.

- Organizing economic surveillance meetings and designing of economic surveillance questionnaires.
- Compiling, analysing and interpreting economic and statistical data.
- Delivering economic presentations to internal and external stakeholders.
- Any other duties as assigned.

Budget Unit

- Assist Budget Officers in preparing, executing, and monitoring of the national budget, including organizing and updating datasheets, consulting with key stakeholders, following-up with line ministries on matters related to Budget preparation, execution, and any other duties as assigned.

CORE COMPETENCIES

Action Orientation	Targets and achieves results and follow through on actions.
Communication	Communicates well, both verbally and in writing. Effectively conveys and shares information and ideas with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant detail in presented information.
Creative / Innovation	Generates novel ideas and develops or improves existing and new systems that challenge the status quo, takes risks, and encourages innovation.
Critical Judgment/Analytical skills	Possesses the ability to define issues and focus on achieving workable solutions. Consistently does the right thing by performing with reliability.
Interpersonal Skills	Effectively and productively engages with others, a team player, easily supervised, and establishes trust, credibility and confidence.
Teamwork	Knows when and how to attract, develop, reward, and utilize teams to optimize results. Acts to build trust, inspire enthusiasm, encourage others, and help resolve conflicts and develops consensus in creating high performance teams.
Technical/Functional Expertise	Demonstrates strong technical/functional proficiencies and knowledge in areas of expertise.

PROFESSIONAL BENEFITS OF THE INTERNSHIP

The Internship is designed to strengthen the intern’s awareness and capacity in the following:

- Ministry of Finance's Vision, Mission and Mandate and its contributions to macroeconomic management, macroeconomic stability and overall national development.
- Macroeconomic analytical and policy analysis skills.
- Writing, communication, presentation and overall professional development skills.

COMPENSATION

Compensation will be commensurate with qualifications and experience.

TERM OF SECONDMENT/INTERNSHIP

Six 6-12 Months