Job Description

Job title	Policy & Governance Officer
Grade	3A
Reports to	Manager Governance & Risk
Business Unit	Corporate Governance and Risk Department
Location	Head Quarters

Job purpose

The successful incumbent shall be responsible for development and initiate revisions of all Policy frameworks, Standard Operating Procedures, Service Level Agreements and guidelines in consultation with Business Units of the Fund.

The role requires the incumbent to have in-depth understanding of system operations, process and workflows, business needs and interpretation of applicable International Standards and Best practices to be able to effectively develop policies in the Fund and provide opinion to Management to ensure proper governance of the Fund. He/she shall also be responsible to perform advisory role and provide opinion to Management and Internal Stakeholders on specific areas and interpretation of policy clauses from time to time and ensure that ample advice is provided to Board Secretariat on policy and governance matters.

The incumbent shall ensure that the Fund complies with the requirements of the Policy Statements issued by the Reserve Bank of Fiji and that these requirements are embedded in the policies developed by the Fund. He/she shall provide technical expertise to the Compliance Team to conduct compliance conformance assessment on relevant legislations, standards and best practices.

The incumbent shall also be responsible for any other work instructed by the Manager Governance and Risk and General Manager Governance and Risk.

The role reports directly to the Manager Governance and Risk and shall be based with the Governance & Risk Team at FNPF in Suva.

Duties and responsibilities

- Undertake effectiveness of the Governance of the Fund in line with standard best practices and standards;
- Ensure that the Business Units are driving good governance in the Fund by providing them guidance and clarity;
- Write the Fund's Governance Policy and operationalize it, review it and make improvements;
- Write Governance Workshop Workbooks to be used for facilitating the sessions and enhancement of risk culture in the Fund
- Write policies/ focus on new areas and vet policies to provide value advise to the Business Units

- Have a thorough understanding and applicability of International Standards, International Social Security Association Guidelines and RBF Policy Statements to the Fund and its Business Units;
- Develop and revise Framework, Policies, Procedures, Guidelines and Service Level Agreements for all Business Units in the Fund;
- Maintain an up-to-date Policy and Procedures register and ensure an updated policy & procedures repository is available to all staff at all times;
- Lead Policy and Procedure development and review process in consultation with Subject Matter Experts from various Business Units;
- Prepare & write Board Papers for information and decision
- Monitor the Fund's Management Information System to ensure proper and complete information flow to all levels of management and board.
- Ensure the quality of executive management and board policy papers by assisting in the writing, review & vetting of policy papers in consultation with the Policy Owners and key stakeholders.
- Perform advisory role and provide opinion to Management and Internal Stakeholders on specific areas and interpretation of policy clauses.
- Provide opinion to the Review of Decisions Scheme committee on policy interpretation and application;
- Maintain current knowledge of alterations in legislation relevant to the Fund and incorporate changes to the relevant FNPF policies.
- Conduct training and workshops on policies and procedures.
- Assist in monitoring the implementation of FNPF Policies; including conducting compliance checks against policies and guidelines.
- Develop framework and guidelines at a group level and follow through its implementation and compliance.
- Initiate surveys after policy awareness to gauge employee understanding and levels of engagement regarding specified applicable policies.
- Conduct awareness on Policies internally and across subsidiary level
- Carry out regular surveys to gauge staff awareness on policy matters.
- Liaise closely on policy matters, where appropriate, with relevant external stakeholders especially the Reserve Bank of Fiji.
- Undertake any other duties as assigned by General Manager & Manager Governance & Risk.

Education & Experience

- Bachelors' Degree in Accounting & Finance/ Management & Public Administration/Economics or related discipline; with
- At least 2 year experience in Policy & Governance role preferable for financial institutions.

Key Competencies

Knowledge & Competencies Required:

- Demonstrates good verbal and written communication skills
- Demonstrates integrity by modelling the Funds vision, values and ethical standards
- Positive attitude and a Team Player and have passion for the work
- Ability to work under pressure with high standard
- Innovative to add value and contribute to process improvement
- Computer literate, have analytical, problem solving and investigative skills
- Goal-driven/competitive with desire to exceed goals and targets
- Sound Knowledge of the Funds processes, systems, policies and procedures
- Flexibility and multi skilling
- Innovative and creative and ability to generate ideas that can be grounded and implemented in practice to resolve issues.
- Broad understanding of organization-wide processes
- Highly motivated and enthusiastic

Reporting Structure

Direct Reports: None

Indirect Reports: None

This role does not supervise any direct or indirect reports. However, it is a Senior Role whereby the position holder manages the implementation of the Fund's Corporate Governance Policy which is an overarching document encapsulating the good governance principles and practices for the Fund.

Authority Levels

Financial: None

Staff: None

Contractual: None

No authority to sign external correspondence on behalf of the Fund.

Internal & External Contacts

Internal Contacts

- ***Board and Board Sub-committee*** - presentation of Policies for approval and implementation;
- ***Executive Committee*** – Presentation of new and revised policies for endorsements and reports on non-compliant areas of the Corporate Governance policy,

- ***Policy Stakeholder Consultation Committee*** – Develop and review policies in collaboration with internal stakeholders;
- ***Management*** – ensure governance mechanisms are fully complied with and consultations and engagement with the Management Team when developing or reviewing policies, provide opinion and advice on Policy matters;
- ***Staff*** – awareness and workshops;
- ***Internal Audit Division –*** Policy updates and clarification as and when required.

External Contacts

- ***Reserve Bank of Fiji*** – on policy matters, updates and new policies;
- ***Government Offices and Statutory organizations*** – communication on legislative requirements in developing relevant policies;
- ***Internal Social Security Association –*** to enhance understanding of ISSA guidelines that are applicable to the Fund as a member country;
- ***IMF and World Bank meetings –*** facilitate of special engagement and missions.
- ***External Auditors –*** as and when needed, to provide necessary information as requested by the auditing firms.

Working conditions

The incumbent will be required to have an organization-wide understanding on process, procedures and Policies in carrying out the assigned tasks. Produce work of high quality and standard with minimum supervision.

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.