

JOB SPECIFICATIONS

POST:	ECONOMIST/ANALYST – ON ESTABLISHMENT /ON CONTRACT
SALARY :	<p>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 – (CWA 53 – PRB 2021)</p> <p>Note: Salary on contract basis will be Negotiable in the range of the salary scale of the post as above</p>
QUALIFICATIONS:	<p>A Degree in either Finance, Economics, Management or Statistics or any other degree, the major component of which should be Economics from a recognized institution <u>or</u> an alternative qualification acceptable to the Board.</p> <p>A. Candidates should-</p> <ol style="list-style-type: none"> (1) reckon at least of five years' post graduate experience; (2) have excellent analytical and problem solving skills; (3) possess good communication, interpersonal and leadership skills; and (4) be computer literate. <p>Candidates should produce written evidence of experience/knowledge claimed.</p>
DUTIES :	<ol style="list-style-type: none"> 1. To be responsible to the Deputy General Manager (Administration) and the Deputy General Manager (Technical) for the following- <ol style="list-style-type: none"> a) collection and analysis of economic, budgetary and financial data for the purpose of budget preparation and monitoring; b) assisting in the preparation of development programmes with a view to integrating them into the Authority's corporate plan; c) carrying out management analysis and consultancy work, project management and development of quality management systems; d) assisting in the preparation of Development Projects as well as short and long term action plans; e) assisting in the preparation of papers/briefs/reports on economic and budgetary issues; f) assisting in the formulation and implementation of economic, social, financial and management policies; g) serving as a liaison between relevant Ministries/Departments; h) carrying out research with a view to making policy proposals

regarding economic reforms;

- i) carrying out cost/benefit analysis, cost/expenditure and revenue analysis;
- j) formulating of proposals for consideration at Joint Economic Commission Meetings;
- k) benchmarking and establishment of performance indicators;
- l) determining economic level of Non-Revenue Water and Economic Level of recovery;
- m) reporting on Projects financed by Funding Agencies;
- n) reporting on Ex-post evaluation of the foreign funded projects;
- o) forecasting demand/consumption pattern, resource requirements and population projection in project areas;
- p) managing and maintaining an Archives and Documentation Unit;
and
- q) formulating Projects proposals for Technical Cooperation/
Capacity Building Assistance from Foreign Countries/Agencies.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Economist/Analyst in the roles ascribed to him.

**Vetted by MCSAR (MEPU letter MEPU/IV/7/3 V.3 of 17 July 2014)
Approved by the CWB on 29 August 2014 (CWB Paper (14)09/170)**