

**STRUCTURE, ROLE AND FUNCTIONS OF THE
ECONOMIC AND PUBLIC FINANCE POLICY DEPARTMENT
MINISTRY OF ECONOMY AND FINANCE
(DRAFT)**

Introduction

1. The primary purpose of this paper is to provide advice on the structure, responsibilities and staffing of the Economic and Public Finance Policy Department (EPFPD) of the Ministry of Economy and Finance (MEF), in order to improve and strengthen the policy, research, and statistics capacity of MEF.

Rationale

2. Strong policy making and research capacity is a fundamental prerequisite to informed decision-making in relation to macroeconomic and fiscal policies and the effective functioning of the MEF. Similarly, good quality and timely monthly, quarterly and annual government and public finance statistics are essential for decision-making in the formulation, implementation and monitoring of economic and fiscal policies of the Royal Government of Cambodia (RGC). These statistics are essential for effective economic and fiscal policy and program management, as well as being critical in monitoring economic growth and investment, and in evaluating poverty reduction strategies.

3. The current dispersion of policy, research and statistics functions within MEF, has resulted in considerable duplication and existing staff resources being spread very thinly across each function, as well as ongoing conflict between policy research and statistical priorities. This in turn, has constrained the ability of the EPFPD to further develop both its policy advice, analysis and research, and statistics capacity and to implement improvements in the quality of policy advice, analysis and research, and statistical outputs.

4. The most cost-effective way to improve outputs and to strengthen policy, research and statistics capacity, with only minor additional injection of resources, is through increased specialization and the creation of a critical mass of dedicated staff focusing on each of these key functions. This can be effectively and efficiently achieved by revising the functions, and structuring EPFPD and by establishing separate dedicated policy, surveillance, and statistics divisions within the new department.

5. Other important issues that have been taken into account in this paper include the need to ensure that EPFPD: is appropriately equipped and staffed with suitably qualified personnel; has an appropriate organizational structure and career path to encourage staff to develop their expertise and stay long-term within the department; and has well-defined functions and is not required to undertake additional functions that are not commensurate with its role within the MEF.

6. It is proposed that EPFPD be split into three divisions. It is further proposed that the staffing complement for the department include: a Director; three Deputy Directors; 7

Office Chiefs, 10 Deputy Chiefs, 15 staff and 4 administrative assistants. Role and functions statements for each division and office are provided below.

Organizational Structure, Roles and Functions

7. The following roles and functions are proposed for each division:

(a) *Fiscal and Macroeconomic Policy, Analysis and Forecasting Division:*

- Provide technical leadership in the area of fiscal and macroeconomic policy advice, analysis and forecasting;
- Effective execution of the Division's role and functions, as set out in sections (i) and (ii) below;
- Prepare and publish the *Quarterly Economic Review Bulletin, MEF* within three months of the reference quarter; and
- Undertake other tasks relevant to the role of the Division as directed by the MEF authorities or the EPFPD Director.

(i) *Fiscal Policy, Analysis and Forecasting Office:*

- Advice on the implementation and effectiveness of the RGC Public Financial Management (PFM) and Fiscal Frameworks, and fiscal policies;
- Monitor the implementation of the PFM and Fiscal Frameworks, fiscal developments and policies;
- Provide policy advice in relation to existing fiscal policies and assist in the development of new fiscal policies;
- Provide advice to the MEF authorities in relation to existing and new budget spending and saving proposals submitted by line ministries;
- Undertake data and statistical analysis to support these frameworks and policies;
- Develop and implement fiscal forecasting models to assess the impact of economic developments and policy changes on future revenue and expenditure, as well as financing requirements and debt servicing capacity;
- Develop regular fiscal forecasts as input to budget preparation and testing of alternative fiscal policy scenarios;
- Develop a policy research and analysis program, and prepare policy analysis and research papers in accordance with the program and as directed by MEF authorities; and
- Prepare a quarterly fiscal evaluation paper and other analytical research papers as input to the *Quarterly Economic Review Bulletin, MEF*.

(ii) *Macroeconomic Policy, Analysis and Forecasting Office:*

- Advice on the implementation and effectiveness of the RGC Macroeconomic Policy Framework and economic policies;
- Monitor the implementation of the Macroeconomic Policy Framework, and macroeconomic and economic developments and policies;
- Provide policy advice in relation to existing economic policies and assist in the development of new economic policies;

- Undertake data and statistical analysis (e.g. BOP, CPI, National Accounts) to support the framework and policies;
- Develop and implement macroeconomic forecasting models to assess the impact of economic developments and policy changes on the economy and international trade;
- Develop regular macroeconomic forecasts as input to budget preparation and testing of alternative economic policy scenarios;
- Develop a policy research and analysis program, and prepare policy analysis and research papers in accordance with the program and as directed by MEF authorities; and
- Prepare a quarterly macroeconomic conditions assessment paper and other analytical research papers as input to the *Quarterly Economic Review Bulletin, MEF*.

(b) ***Government and Public Finance Statistics Division:***

- Provide technical leadership in the area of government and public finance statistics;
- Develop and implement the annual statistics data collection, compilation and statistics dissemination program of the MEF, as well as short-term and medium-term work plans as part of the annual RGC *General Data Dissemination Standards* review;
- Effective execution of the Division's role and functions, as set out in sections (i) and (ii) below;
- Prepare and publish the *Monthly Economic Statistics Bulletin, MEF* within six weeks of the reference month; and
- Undertake other statistical analysis and research tasks relevant to the role of the Division as directed by the MEF authorities or the EPFPD Director.

(i) ***TOFE and Statistics Coordination Office:***

- Establish and manage coordination mechanisms to improve cooperation and data collection from the National Treasury, other MEF departments, as well as the National Bank of Cambodia (NBC) and the National Institute of Statistics (NIS) in order to compile government and public finance statistics, and republish selected macroeconomic statistics in the *Monthly Economic Statistics Bulletin, MEF*;
- Collect source data, and compile and analyze monthly central and general government operations (revenue, expenditure and financing) statistics (*TOFE*);
- Disseminate monthly TOFE statistics and related concepts, sources and methods via regular monthly bulletins, electronic products, and manuals, as well as the NIS Website;
- Implement the *IMF Data Quality Assurance Framework* in order to improve and strengthen the quality of TOFE statistics; and
- Prepare and submit regular and timely statistical reports in order to comply with MEF domestic and international statistics reporting obligations, including monthly input to the *IMF International Finance Statistics Bulletin*.

(ii) *Government and Public Finance Statistics Office:*

- Collect source data, and compile and analyze:
 - o Quarterly and annual central and general government debt and operations statistics (GFS); and
 - o Quarterly and annual public finance debt and operations statistics (PFS);
- Disseminate these government and public finance statistics and related concepts, sources and methods via regular quarterly and annual bulletins, electronic products, and manuals, as well as the NIS Website;
- Implement international statistical standards in relation to these statistics, i.e. as prescribed in the *IMF Government Finance Statistics Manual 2001 (GFSM01)* and the *UN System of National Accounts 1993 (SNA93)*;
- Implement the *IMF Data Quality Assurance Framework* in order to improve and strengthen the quality of GFS and PFS; and
- Prepare and submit regular and timely statistical reports in order to comply with MEF domestic and international statistics reporting obligations, including annual input to the *IMF Government Finance Statistics Yearbook*.

(c) ***General Policy and Economic Surveillance Division:***

- Provide technical leadership in providing advice in relation to government environmental and social development, and poverty reduction policies and programs;
- Undertake effective economic surveillance;
- Effective execution of the Division's role and functions, as set out in sections (i) and (ii) below; and
- Undertake other tasks relevant to the role of the Division as directed by the MEF authorities or the EPFPD Director.

(i) *General Policy and Program Monitoring Office:*

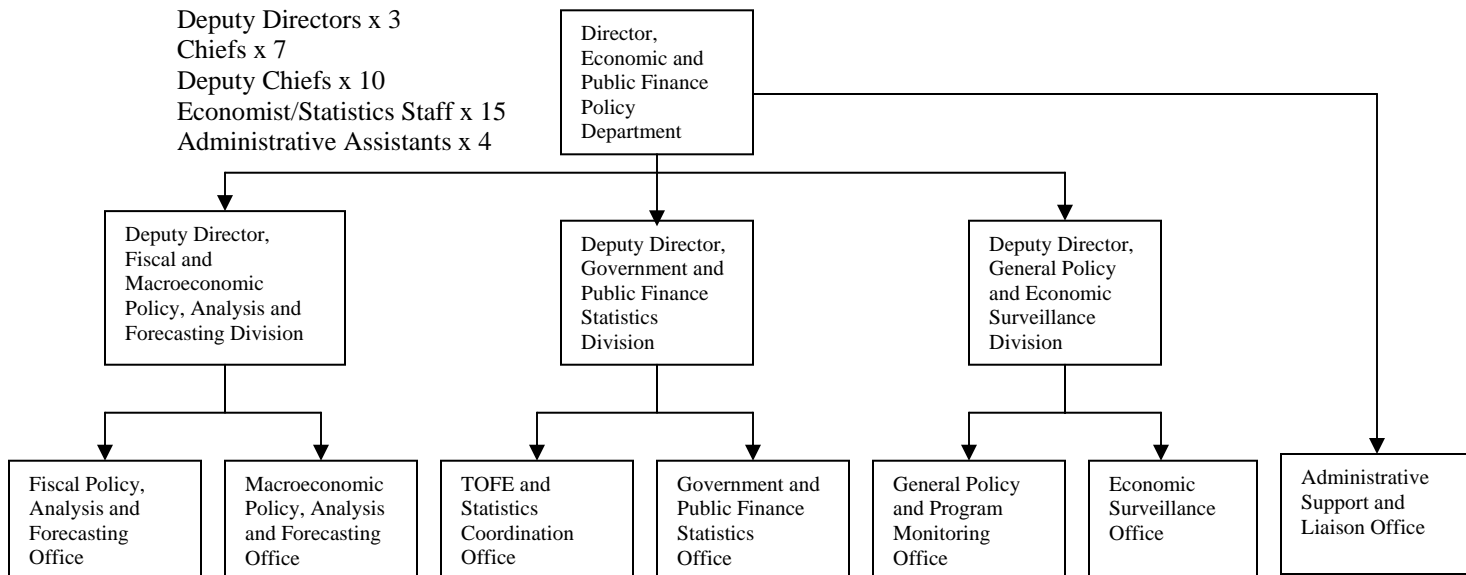
- Advice on the implementation and effectiveness of the RGC policies and programs in relation to environmental, natural resource and social development, and poverty reduction strategies;
- Monitor existing policies and programs for each sector (especially education, health, justice, poverty reduction and rural development), and provide advice on modifications to these policies and programs, where required;
- Provide advice and other input on the development of new policies and programs;
- Undertake data and statistical analysis and prepare research papers in relation to environmental, natural resource and social developments;
- Develop a policy research and analysis program, and prepare policy analysis and research papers in accordance with the program and as directed by MEF authorities; and
- Prepare a quarterly social conditions assessment paper and other analytical research papers as input to the *Quarterly Economic Review Bulletin, MEF*.

- (ii) *Economic Surveillance Office:*
- Produce the monthly *Government Procurement Price Index* and prepare analytical reports in relation to price movements and trends, for internal circulation and input to the *Monthly Economic Statistics Bulletin, MEF*;
 - Undertake prices surveillance in order to produce the index;
 - Monitor economic developments at the sector level (agriculture, production, and services sectors), as well as the microeconomic/industry level (e.g. fisheries, garment manufacturers, tourism industries); and
 - Prepare quarterly analysis and research papers in relation to economic developments at the sector, microeconomic and industry level, for internal circulation and input to the *Quarterly Economic Review Bulletin, MEF*.
- (d) ***Administrative Support and Liaison Office:***
- Provide effective and timely administrative support to the Department's Director and Divisions as required;
 - Provide effective and timely liaison support for the Director and Division staff as required;
 - Liaise regularly with supply and maintenance areas in order to ensure that Department is adequately equipped and supplied to undertake its functions effectively;
 - Coordinate and ensure effective and timely correspondence and other communications between the department and other departments within MEF, line ministries and other agencies and organizations;
 - Assist the Director in preparing briefing materials, letters, reports, speeches, and other correspondence as required;
 - Develop and maintain a library of domestic and international reference sources on economic and fiscal policy analyses, research, statistics, theory, and other relevant materials and studies; and
 - Liaise with printing houses to ensure cost-effective and timely release of the Department's bulletins.
8. The organizational structure of the department, as well as duty and skills requirement statements by staff level is provided in the attached appendices.

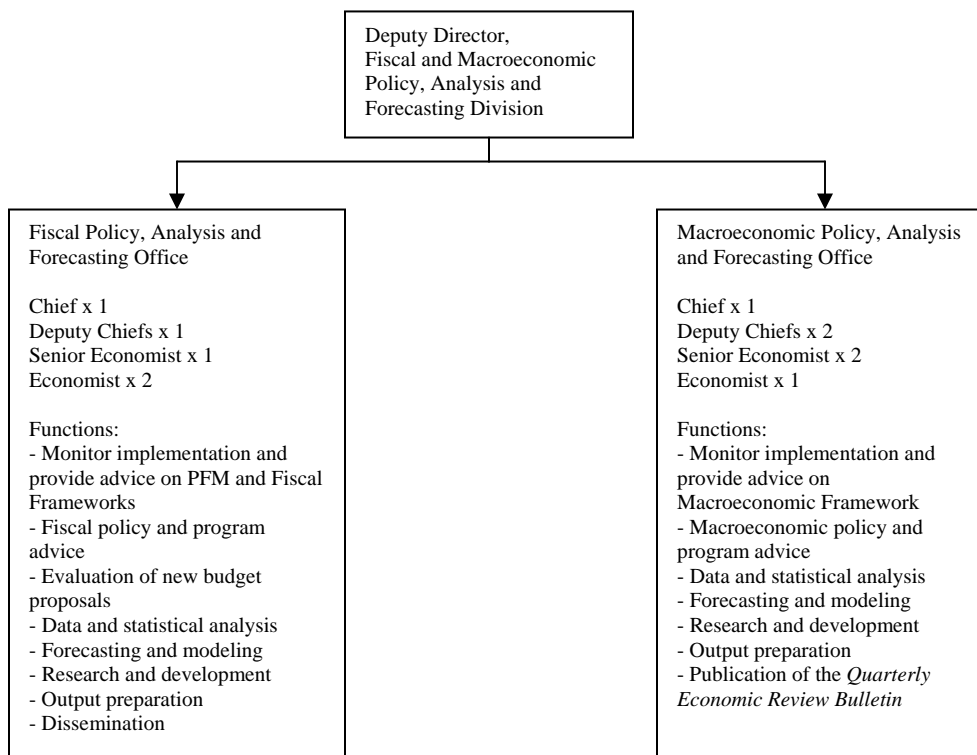
ORGANIZATION CHART

1. Top Structure:

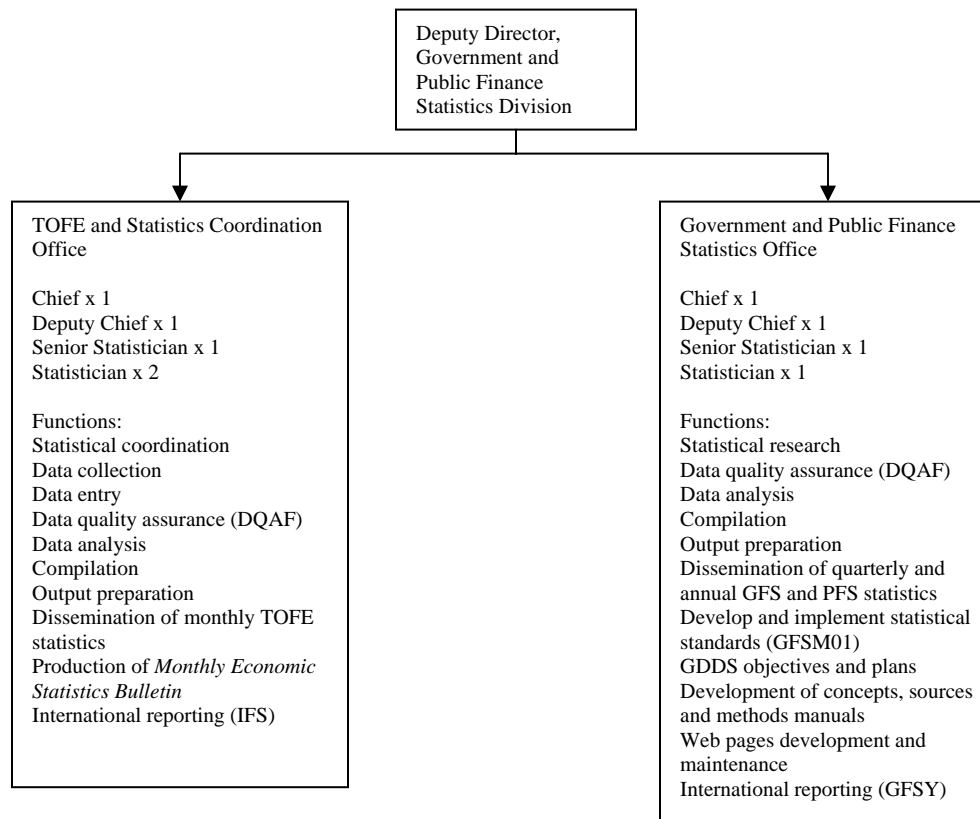
Total Staff: 40
 Director x 1
 Deputy Directors x 3
 Chiefs x 7
 Deputy Chiefs x 10
 Economist/Statistics Staff x 15
 Administrative Assistants x 4



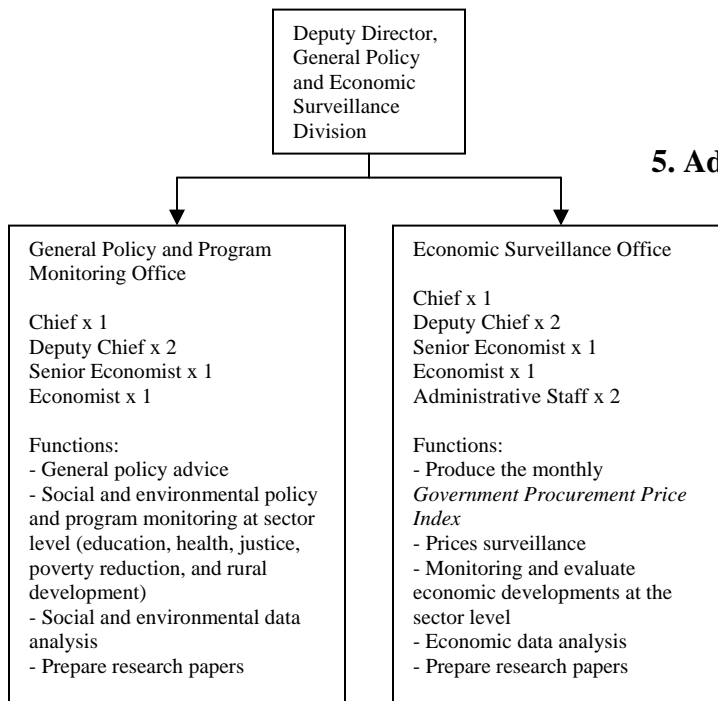
2. Fiscal and Macroeconomic Policy, Analysis and Forecasting Division:



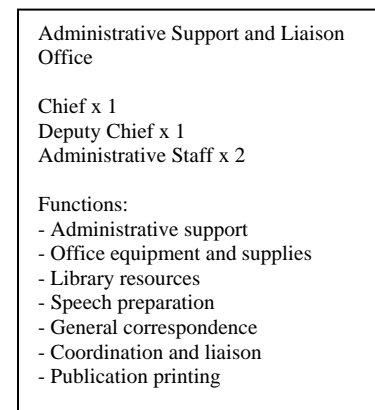
3. Government and Public Finance Statistics Division:



4. General Policy and Economic Surveillance Division:



5. Administrative Support and Liaison Office:



STAFF DUTY STATEMENTS AND SKILLS REQUIREMENTS

Position Title: Director
Department: Economic and Public Finance Policy Department
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Lead the Department, including providing a strategic vision and setting future directions for the department, that has the commitment of, and ownership by, the department staff. 2. Plan and implement short and medium-term forward work plans for the Department. 3. Develop, negotiate and manage the budget and staffing levels of the Department, to ensure effective implementation of the annual work program. 4. Develop and implement an annual training plan and a biannual performance assessment scheme for all staff within the Department. 5. Prioritize and manage the annual work plan of the department to ensure that the work plan is implemented within budget and to expected quality standards and deadlines. 6. Lead a team in, and/or personally undertake, highly complex analysis, evaluation, research and/or policy development and evaluation projects. 7. Provide high-level research support and policy advice to the MEF authorities. 8. Prepare high quality correspondence, papers, reports and speeches as required by the authorities. 9. Represent the Department at senior management level meetings within the MEF, as well as at senior official level forums in Cambodia and abroad. 10. Provide an effective link between the MEF authorities and staff of the Department in relation to all matters relevant to the operations of the department.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - High-level leadership and strategic management skills; - High-level project and people management skills, with at least 5 years experience in managing large projects and teams; - Outstanding analytical and research abilities, and at least 5 years experience in domestic and international economics, fiscal and economic policy and/or public financial management; - Outstanding policy development, implementation and evaluation skills, and 5 years relevant experience; - Sound oral and written communication skills, in both English and Khmer; - Sound liaison, negotiation and representational skills, and experience in senior level representation in domestic and international forums; and - A sound understanding, and experience in the application, of equal employment opportunities and workplace diversity.
<p>Qualifications: A master’s degree or post-graduate qualifications in accounting, economics, public financial management, or related fields of studies essential. Ph d qualifications in a relevant field are highly desirable.</p>
Date of Effect: March 2005

Position Title: Deputy Director
Department: Economic and Public Finance Policy Department
Divisions: Fiscal and Macroeconomic Policy, Analysis and Forecasting, and General Policy and Economic Surveillance
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist the Director in leading the Department, including providing a strategic vision and setting future directions for the Division, that has the commitment of, and ownership by, division staff.

2. Assist the Director in planning and implementing short and medium-term forward work plans for the Department and Division.
3. Assist the Director in developing, negotiating and managing the budget and staffing levels of the Division, to ensure effective implementation of the annual work program.
4. Assist the Director in developing and implementing an annual training plan and a biannual performance assessment scheme for all staff within the Division.
5. Prioritize and manage the annual work plan of the Division to ensure that the work plan is implemented within budget and to expected quality standards and deadlines.
6. Lead a team in, and/or personally undertake, highly complex analysis, evaluation, research and/or policy development and evaluation projects.
7. Provide high-level research support and policy advice to the Director and MEF authorities.
8. Prepare high quality correspondence, papers, reports and speeches as required by the authorities and the Director.
9. Represent the Department at senior management level meetings within the MEF, as well as at senior official level forums in Cambodia and abroad.
10. Provide an effective link between the MEF authorities and staff in relation to all matters relevant to the operations of the Division.

Experience and Skills Requirements:

- Well developed leadership and strategic management skills;
- Sound project and people management skills, with at least 3 years experience in managing large projects and teams;
- Sound analytical and research abilities, and at least 5 years experience in domestic and international economics, fiscal and economic policy and/or public financial management;
- Sound policy development, implementation and evaluation skills, and 5 years relevant experience;
- Well developed oral and written communication skills, in both English and Khmer;
- Well developed liaison, negotiation and representational skills, and experience in senior level representation in domestic and/or international forums; and
- A sound understanding, and experience in the application, of equal employment opportunities and workplace diversity.

Qualifications: Post-graduate qualifications in accounting, economics, public financial management, or related fields of studies essential. A master's degree in a relevant field is highly desirable.

Date of Effect: March 2005

Position Title: Office Chief

Department: Economic and Public Finance Policy Department

Position Duties:

1. Lead the Office, including helping the Deputy Director to set future directions and ensuring the commitment of, and ownership by, division staff.
2. Assist the Deputy Director in developing and managing the budget and staffing levels of the office, to ensure effective implementation of the annual work program.
3. Assist the Deputy Director in implementing training and a biannual performance assessment scheme for all staff within the division.
4. Prioritize and manage the annual work plan of the office to ensure that the work plan is implemented within budget and to expected quality standards and deadlines.
5. Lead a small team in, and/or personally undertake, complex analysis, evaluation, research and/or policy development and evaluation projects.
6. Provide research support and policy advice to the Director or Deputy Director.
7. Prepare correspondence, papers, reports and speeches as required by the Director or Deputy Director.

<p>8. Represent the Division at middle management level meetings within the MEF, as well as at official forums in Cambodia and abroad as required.</p> <p>9. Provide an effective link between the Deputy Director and staff of the office in relation to all matters relevant to the operations of the division or office.</p> <p>10. Perform other duties relevant to the functions of the department as required by the Director or Deputy Director.</p>
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good leadership skills; - Well developed project and people management skills, with at least 2 years experience in managing small projects and teams; - Well developed analytical and research abilities, and at least 3 years experience in domestic and international economics, fiscal and economic policy and/or public financial management; - Well developed policy development, implementation and evaluation skills, and 3 years relevant experience; - Good oral and written communication skills, in both English and Khmer; - Good liaison, negotiation and representational skills, and experience in mid level representation in domestic and/or international forums; and - A good understanding, and experience in the application, of equal employment opportunities and workplace diversity.
<p>Qualifications: An honors or post graduate degree in accounting, economics, public financial management, or related fields of studies essential. A master's degree in a relevant field is highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Deputy Chief</p>
<p>Department: Economic and Public Finance Policy Department</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist the Chief in leading the Office, including helping the Chief in ensuring the commitment of, and ownership by, office staff of department future directions. 2. Assist the Chief in developing and managing the budget and staffing levels of the office, to ensure effective implementation of the annual work program. 3. Assist the Chief in implementing training and a biannual performance assessment scheme for all staff within the office. 4. Assist the Chief in prioritizing and managing the annual work plan of the office to ensure that the work plan is implemented within budget and to expected quality standards and deadlines. 5. Lead a small team in, and/or personally undertake, complex analysis, evaluation, research and/or policy development and evaluation projects. 6. Provide research support and policy advice. 7. Prepare correspondence, papers, reports and speeches as required by the Director, Deputy Director or Chief. 8. Represent the Division or Office at meetings within the MEF, as well as at official forums in Cambodia. 9. Perform other duties relevant to the functions of the department or division as required by the Director, Deputy Director or Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good leadership skills; - Good project and people management skills, with at least 1 year's experience in managing small projects and teams; - Well developed analytical and research abilities, and at least 3 years experience in domestic and/or international economics, fiscal policy and/or public financial management;

<ul style="list-style-type: none"> - Well developed policy development, implementation and evaluation skills, and 3 years relevant experience; - Good oral and written communication skills, in both English and Khmer; - Good liaison, negotiation and representational skills; and - A good understanding, and experience in the application, of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, public financial management, or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Senior Economist</p>
<p>Department: Economic and Public Finance Policy Department</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist in the implementation of the annual work plan of the office to expected quality standards and deadlines. 2. Undertake complex analysis, evaluation, research and/or policy development and evaluation projects. 3. Provide research support and policy advice. 4. Prepare correspondence, papers, reports and speeches as required. 5. Represent the Office at meetings within the NBC, as well as at official forums in Cambodia as required. 6. Perform other duties relevant to the functions of the division as required by the Chief or Deputy Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good project and people management skills; - Good analytical and research abilities, and at least 2 years research experience in domestic and/or international economics, fiscal policy and/or public financial management; - Good policy development, implementation and evaluation skills, and 2 years relevant experience; - Good oral and written communication skills, preferably in both English and Khmer; - Good liaison and representational skills; and - An understanding of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, public financial management, or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Economist</p>
<p>Department: Economic and Public Finance Policy Department</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Undertake analysis, evaluation, research and/or policy development and evaluation projects. 2. Provide research support and policy advice as required. 3. Prepare correspondence, papers, reports and speeches as required. 4. Perform other duties relevant to the functions of the division as required by the Chief or Deputy Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Project management skills; - Good analytical and research abilities, and at least 1 year's research experience in domestic and/or international economics, fiscal policy and/or public financial management; - Policy development, implementation and evaluation skills, and 1 year's relevant experience; - Good oral and written communication skills, preferably in both English and Khmer;

<ul style="list-style-type: none"> - Good interpersonal skills; and - An understanding of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, public financial management, or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Deputy Director</p>
<p>Department: Economic and Public Finance Policy Department Division: Government and Public Finance Statistics</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist the Director in leading the Division, including providing a strategic vision and setting future directions for the department, that has the commitment of, and ownership by, the division staff. 2. Assist the Director in planning and implementing short and medium-term forward work plans for the division. 3. Assist the Director in developing, negotiating and managing the budget and staffing levels of the division, to ensure effective implementation of the annual work program. 4. Assist the Director in developing and implementing a training plan and a biannual performance assessment scheme for all staff within the division. 5. Prioritize and manage the annual work plan of the division to ensure that the work plan is implemented within budget and to expected quality standards and deadlines. 6. Lead a team in, and/or personally undertake, highly complex statistical data collection, analysis, compilation, and research projects. 7. Provide high-level statistics support to the MEF authorities. 8. Prepare high quality correspondence, papers, reports and speeches as required by the authorities. 9. Represent the Department at senior management level meetings within the MEF, as well as at senior official level forums in Cambodia and abroad. 10. Provide an effective link between the MEF authorities and staff of the department in relation to all matters relevant to the operations of the department.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Well developed leadership and strategic management skills; - Sound project and people management skills, with at least 3 years experience in managing large projects and teams; - Sound statistics, analytical and research abilities, and at least 5 years statistics experience; - Sound understanding of the use of statistics for policy and research purposes; - Well developed oral and written communication skills, in both English and Khmer; - Well developed liaison, negotiation and representational skills, and experience in senior level representation in domestic and international forums; and - A sound understanding, and experience in the application, of equal employment opportunities and workplace diversity.
<p>Qualifications: Post-graduate qualifications in accounting, economics, statistics, public financial management or related fields of studies essential. A master's degree in a relevant field is highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Office Chief</p>
<p>Department: Economic and Public Finance Policy Department Division: Government and Public Finance Statistics</p>
<p>Position Duties:</p>

1. Lead the Office, including helping the Deputy Director to set future directions and ensuring the commitment of, and ownership by, the office staff.
2. Assist the Deputy Director in planning and managing the budget and staffing levels of the office, to ensure effective implementation of the annual work program.
3. Assist the Deputy Director in implementing a training plan and a biannual performance assessment scheme for all staff within the office.
4. Prioritize and manage the annual work plan of the office to ensure that the work plan is implemented within budget and to expected quality standards and deadlines.
5. Lead a small team in, and/or personally undertake, complex statistical data collection, analysis, compilation, and research projects.
6. Provide statistics support to the Director and Deputy Director.
7. Prepare correspondence, papers, reports and speeches as required by the Director or Deputy Director.
8. Represent the Division or Office at middle management level meetings within the MEF, as well as at official level forums in Cambodia and abroad as required.
9. Provide an effective link between the Deputy Director and staff of the office in relation to all matters relevant to the operations of the Division.
10. Perform other duties relevant to the functions of the department as required by the Director or Deputy Director.

Experience and Skills Requirements:

- Good leadership skills;
- Well developed project and people management skills, with at least 2 years experience in managing small projects and teams;
- Well developed statistics, analytical and research abilities, and at least 3 years statistics experience;
- Good understanding of the use of statistics for policy and research purposes;
- Good oral and written communication skills, in both English and Khmer;
- Good liaison, negotiation and representational skills, and experience in mid level representation in domestic and/or international forums; and
- A good understanding, and experience in the application, of equal employment opportunities and workplace diversity.

Qualifications: An honors or post-graduate degree in accounting, economics, statistics, public financial management or related fields of studies essential. A master's degree in a relevant field is highly desirable.

Date of Effect: March 2005

Position Title: Deputy Chief

Department: Economic and Public Finance Policy Department

Division: Government and Public Finance Statistics

Position Duties:

1. Assist the Chief in leading the office, including helping the Chief in ensuring the commitment of, and ownership by, the office staff of department future directions.
2. Assist the Chief in developing and managing the budget and staffing levels of the office, to ensure effective implementation of the annual work program.
3. Assist the Chief in implementing a training plan and a biannual performance assessment scheme for all staff within the office.
4. Assist the Chief in prioritizing and managing the annual work plan of the office to ensure that the work plan is implemented within budget and to expected quality standards and deadlines.
5. Lead a small team in, and/or personally undertake, complex statistical data collection, analysis, compilation, and research projects.
6. Provide statistics support to the Chief.

<p>7. Prepare correspondence, papers, reports and speeches as required by the Director, Deputy Director or Chief.</p> <p>8. Represent the Department or Division at meetings within the MEF, as well as at official forums in Cambodia.</p> <p>9. Perform other duties relevant to the functions of the Division or Office as required by the Director, Deputy Director or Chief.</p>
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good leadership skills; - Good project and people management skills, with at least 1 year's experience in managing small projects and teams; - Well developed statistics, analytical and research abilities, and at least 3 years statistics experience; - Good understanding of the use of statistics for policy and research purposes; - Good oral and written communication skills, in both English and Khmer; - Good liaison, negotiation and representational skills; and - A good understanding, and experience in the application, of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, statistics, public financial management or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Senior Statistician</p>
<p>Department: Economic and Public Finance Policy Department</p> <p>Division: Government and Public Finance Statistics</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist in the implementation of the annual work plan of the office to ensure that the work plan is implemented within budget and to expected quality standards and deadlines. 2. Undertake complex statistical data collection, analysis, compilation, and research projects. 3. Provide statistics support to the Chief or Deputy Chief as required. 4. Prepare correspondence, papers, reports and speeches as required. 5. Represent the Office at meetings within the MEF, as well as at official forums in Cambodia as required. 6. Perform other duties relevant to the functions of the division as required by the Chief or Vice Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good project and people management skills; - Good statistics, analytical and research abilities, and at least 2 years statistics experience; - An understanding of the use of statistics for policy and research purposes; - Good oral and written communication skills, preferably in both English and Khmer; - Good liaison and representational skills; and - An understanding of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, statistics or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Statistician</p>
<p>Department: Economic and Public Finance Policy Department</p> <p>Division: Government and Public Finance Statistics</p>

<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Undertake statistical data collection, analysis, compilation, and research projects. 2. Provide statistics support as required. 3. Prepare correspondence, papers, reports and speeches as required. 4. Perform other duties relevant to the functions of the office as required by the Chief or Vice Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Project management skills; - Good statistics, analytical and research abilities, and at least 1 year's statistics experience; - An understanding of the use of statistics for policy and research purposes; - Good oral and written communication skills, preferably in both English and Khmer; - Good interpersonal skills; and - An understanding of equal employment opportunities and workplace diversity.
<p>Qualifications: A bachelor's degree in accounting, economics, statistics or related fields of studies essential. An honors or postgraduate degree in a relevant field are highly desirable.</p>
<p>Date of Effect: March 2005</p>

<p>Position Title: Administrative Staff</p>
<p>Department: Economic and Public Finance Policy Department</p>
<p>Position Duties:</p> <ol style="list-style-type: none"> 1. Assist the policy and research staff of the division by providing administrative and/or secretarial support relating to analysis, evaluation, research, and policy development and evaluation projects. 2. Perform other duties relevant to the functions of the division as required by the Chief or Vice Chief.
<p>Experience and Skills Requirements:</p> <ul style="list-style-type: none"> - Good administrative and secretarial skills; - Research skills are desirable; - Good data entry and/or typing skills; - Good liaison and interpersonal skills; and - Reasonable oral and written communication skills, preferably in both English and Khmer.
<p>Qualifications: Secondary school qualifications essential. Vocational training qualifications are highly desirable.</p>
<p>Date of Effect: March 2005</p>