

Position Description

Vacancy Title: **Business Analyst**

Location: **Suva, Fiji**

Reports To: **Senior Business Analyst (v 2.00)**

Objective

The Business Analyst will drive stakeholder engagement and broker new opportunities, partnerships and relationships through the effective development and implementation of the Solesolevaki framework for entrepreneurial development with a focus on TTFBs core business. The role will also secure financial opportunities to support development funding and build staff and stakeholder capacity to inform the strategic direction for leadership, management and entrepreneurship skills as key objectives of the Fund. S/He will also be actively involved in the development of social-impact investment frameworks while focusing on community-based development. The Business Analyst will report to the Senior Business Analyst.

Outcomes

Organisational Stakeholders

1. Stakeholder and partnership engagement initiatives effectively brokered and maintained

- Specific stakeholder needs and interests are identified and engagement strategies developed accordingly
 - Partnership and business proposals are developed and vetted where necessary
 - Customised approaches undertaken to address different stakeholders needs and interests
 - Relevant MoU's are developed to address stakeholder and TTFB requirement

2. Establishment and securing of new opportunities and deals ensured

- Production of business cases for new initiatives and markets
 - Relevant new initiatives and deals identified through the following:
 - Financial forecasting models built; Market research and analysis and Cost benefit analysis conducted
 - Cross-sector collaboration opportunities explored
 - New opportunities successfully undertaken based on robust business cases produced
- Getting businesses prepared and business-ready to receive larger fundings
- Networking and building relationships with potential partners through industry events, conferences and relevant gatherings ensured
- Robust business information gathering conducted with accompanying analysis and interpretation, documentation with recommendations submitted. These include activities such as:
 - Robust interviews with internal and external stakeholders conducted;
 - Document analysis completed;
 - Site visits done;
 - Business process descriptions; Case and scenarios; Business analysis; and Tasks and workflow analysis completed and submitted.
- Review and Acquittal Reports from previous Grant awardees verified.

3. Relevant business frameworks for instance Solesolevaki are developed, implemented and monitored

- Thorough needs assessment undertaken to understand specific requirements and challenges related to entrepreneurship development in relation to the Funds core business
- Strategic planning for community-based development ensured
 - Bottom-up approach undertaken to take into account social-impact investment framework
- Frameworks are developed incorporating culture, language and art/heritage programme requirements and objectives
 - Frameworks are culturally sensitive and aligns with the values, traditions and practices of the communities involved
 - Objectives and goals are clearly defined promoting cultural entrepreneurship, supporting language-based businesses, fostering art-related startups, empowering local artisans and craftsmen, etc.,
 - Sustainable approach to entrepreneurship development considering long-term viability and scalability of the framework beyond initial implementation
- Capacity building programmes and resources incorporated into the framework to equip stakeholders including staff with necessary skills and knowledge to become sustainable and provide relevant support
- Monitoring and evaluation structure developed and implemented to monitor and report on phases on relevant frameworks
 - Assessment of impact of frameworks on entrepreneurship, culture preservation and language and heritage promotion constantly monitored

4. Capacity building supported and provided for staff and stakeholders

- Integration of entrepreneurial aspects and programme work ensured
 - Assistance and mentoring provided to relevant staff on how to incorporate entrepreneurial elements particularly in relation to culture, language and art/heritage into programme frameworks
- Training and development provided to stakeholders with regards to business support advice and capacity building at community level for projects/programmes

5. Well informed management

- Timely, relevant and compliant reporting delivered
 - All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - SBA provided with useful information, business and investment growth opportunities combined with robust analysis and interpretation, for the purpose of decision making
 - Ad-hoc information/reporting requests by superiors addressed in a timely manner

6. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

7. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence

Description

Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Facilitation	Assist the progress of work ensuring its timely and effective completion.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Economics	or relevant field
Desirable		
Masters Degree	Business Administration, Economics	or relevant field

Work Knowledge and Experience

Significant successful experience of at least 5 years in a similar role and similar field

Strong analytical and problem solving skills with an ability think strategically and holistically

Proven ability to present, interpret, discuss or write about your conclusions, inferences and results

Proven experience with process modelling and analysis tools

Proven ability to carry out financial analysis to determine the viability of a proposed project

Advanced knowledge of relevant software, including MS Office Suite

Demonstrated experience in economic and business case modelling
Proven understanding of the business environment for resource owners and potential partners

Requirements

Language Proficiency

Excellent command of written and spoken English
Familiarity with iTaukei and Rotuman culture

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	All Staff	
External		
	Business Councils	
	Customers	
	Financial Institutions	
	Government officials	
	Industry Associations	
	Investors	
	Regional regulators and governments	
	Research Organisations	
	Community	
	Donor Agencies	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.
Abstract/conceptual thinker	Creates abstract or generic ideas generalised from particular instances.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 31 Jan 2026