
Position Description

Vacancy Title: **Business Analyst**

Location:

Reports To: **None**

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, with customised engagement strategies developed to address them
 - Partnership and business proposals are developed, vetted where necessary, and supported through relevant MoUs that meet stakeholder and TTFB requirements
 - Customised approaches undertaken to address different stakeholders needs and interests
 - Relevant MOUs 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
 - Implementation and reporting carried out in line with project plans, including timely updates, documentation of progress, and submission of accurate reports to stakeholders
 - Implementation of components of Solesolevaki and other approved frameworks.
 - Efficient support provided to data collection, operational reporting, and tracking of KPIs.
 - Drafting of grant and business readiness assessments ensured.
 - Logistical and administrative support provided for programme delivery, including scheduling, venue coordination, resource preparation, and communication with relevant stakeholders
 - 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

- Works collaboratively within the team and across departments to achieve set targets and goals
 - Cooperates with the broader function/department to support shared objectives
 - Collaborates closely with SBA and EBU team members to meet operational deadlines
 - Upholds TTFB's cultural and governance standards in all interactions
-

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 Statements

- No other required statements found.

Interactions

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

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

—

Contact for Enquiries

Contact Name: Nathan Baravilala

Contact Email: nathan@maxumise.com

Further Contact Information: --

Closing Date: 01 Aug 2026