



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: OFFICE OF THE PRIME MINISTER & CABINET

DIVISION: CABINET

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): 281-00001

MINISTRY VACANCY REF:

POSITION TITLE: SECRETARY TO CABINET

POSITION LEVEL: SS4.1

SALARY RANGE: \$164,744.10 PER ANNUM

THIS POSITION REPORTS TO: THE HONOURABLE PRIME MINISTER AND THE CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

THIS POSITION SUPERVISES: ALL PERMAMENT SECRETARIES, CABINET OFFICE AND OTHER DUITES AS DELIGATED BY THE PRIME MINISTER

SECTION B - SCOPE OF DUTIES

The Office of the Prime Minister and Cabinet is the lead office of the Executive (Government) as well as the coordinating ministry of the Government. Its principal functions and roles are provided under Sections 35 and 36 of the Constitution. OPMC forms the apex of the public service in terms of coordinating, managing and monitoring the implementation of Government policies and programs.

Cabinet Office has an important role in assisting government to ensure whole-of-government policy coordination. Cabinet Office prepares regular reports on the progress of Cabinet decisions and ensures that Cabinet papers are properly coordinated across ministries, including appropriate consultation, as required.

The role of the Secretary to Cabinet is set out in Section 41 of the Constitution. The Secretary to Cabinet is required to lead, supervise and manage the roles and functions of the Cabinet and undertake those functions under the direction of the Prime Minister, and coordinate all departmental works directed towards the Cabinet or resulting from the Cabinet decision in close liaison with all Permanent Secretaries.

The Secretary to Cabinet is also mandated to ensure that there is an effective coordination mechanism in place in the administration of Government businesses as well as in the implementation of Government priorities. The Secretary to Cabinet is further charged with the responsibility of preparing Government Business for the Prime Minister to take to Parliament. Also assist other Permanent Secretaries to deal with their Bills in Parliament; assist the Prime Minister in liaising with Government house in making appointments to constitutional post holders which the Prime Minister is required to recommend under the Constitution. And perform any other duties as directed of him/her by the Prime Minister

SECTION C - KEY DUTIES

- Lead, supervise, manage and coordinate the business of the Cabinet Office or the OPMC in the absence of the Secretary to Prime Minister as a member of the OPMC Management of the efficient and effective implementation of planned outputs;
- Be accountable for and provide timely advice on the implementation of the Government priority policies and programs including respective National Development goals, to the Prime Minister and Government.
- Collaborate with other Permanent Secretaries and key stakeholders to develop and efficiently implement and achieve whole of government objectives and functions that the Ministry is responsible for within the Government;
- As a member of senior leaders; forums, provide leadership in setting and implementing strategic change within the Solomon Islands Public Service;
- Oversee the coordination and assessments on the review of the terms and conditions of Constitutional Post Holders and submissions to Public Service Commission on the appointment, termination and resignation of Permanent Secretaries, Constitutional Post Holders, Commissioners and Political Appointees;
- Assist the Prime Minister in setting Government Business during meetings of parliament including liaising with Clerk to parliament and committee secretaries on matters relating to Government business in parliament;
- Issue instructions for the drafting of legal instruments, regulations and Orders and other matters in liaison with the Attorney General's Chambers;
- Promote and uphold the values and principles of the Solomon Islands Public Service Code of Conduct.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

- Improved management and coordination of Government Ministries operations. Effective and efficient Cabinet coordination throughout the whole of government and improved and efficient management of cabinet businesses. And the government businesses ad bills for Parliament are addressed in and by Parliament.
- Timely advice and report is provided on development and implementation of policies and programs.
- Appropriate Government objectives are developed and achieved through effective collaboration with other Permanent Secretaries and key stakeholders.
- Strategic changes and areas for improvement are set in place appropriately and implemented within the Solomon Islands Public Service

- Enhanced staff capacity development and improved change management to systems and processes.
- Staff and teams are effective and efficient in managing appropriate Government compliance issues.
- Participates actively in the implementation of the Government's approved National Development Strategy.
- Values and principles of the Public Service Code of Conduct is upheld.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Academic Qualification: Minimum tertiary qualifications and demonstrated extensive experience in fields relevant to the provision of high level advice to the Prime Minister and the Government, the management of a ministry and the advancement and implementation of Government policy objectives. With sound knowledge of the Constitutional and legal system on Solomon Islands governance parliamentary democracy system framework.

Experiences and Capabilities: At least ten years working experience as a Permanent Secretary or a very senior manager in a public office or in large organization.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

- KSC 1** Demonstrated ability to strategically manage, supervise and coordinate the operations of an organization for the effective delivery of agreed outputs including but not limited to managing the ministry to eliminate corruption or corrupt practices and ability to coordinate to speed up implementation of government programs and projects;
- KSC 2** Demonstrated high level leadership skills including the ability to inspire align and mobilize entire units or organizations to implement change;
- KSC 3** Demonstrated high level communication and interpersonal skills including the ability to effectively communicate and negotiate with peers and other key internal and external stakeholders;
- KSC 4** Knowledge and understanding of the whole of government operations and the work of the ministry including insight into current and possible future policies, practices and trends for the purposes of providing effective timely and practical strategic policy advice;
- KSC 5** Sound knowledge of or the ability to obtain knowledge of all relevant legislation (including the Constitution, Acts and subordinate legislation), policies and procedures relating to the Ministry, and must have some knowledge of the procedures and processes involved in legislation making including the translation of policy initiatives into drafting instructions for the drafting of bills for new Acts or Regulations;
- KSC 6** Demonstrated commitment to public service and the core principles of the Solomon Islands Public Service Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary:	\$6,336.30
Annual Salary:	\$164,743.80
Annual Leave Entitlement:	28 days
Other Terms and Conditions of Service relevant to this position:	As per Contract

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Secretary to Cabinet/Responsible Officer

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Date Approved

Additional Comments: