



## RS FORM 2 - JOB DESCRIPTION

### **SECTION A - POSITION DETAILS**

**MINISTRY:** Ministry of Commerce, Industry, Labour & Immigration

**DIVISION/SECTION:** Labour Division

**DUTY STATION:** Honiara

**POSITION NO (HRMIS):** 288-00055

**VACANCY REF:** MCIL 2/2023

**POSITION TITLE:** Commissioner of Labour

**POSITION LEVEL:** SS1/SS3

**SALARY RANGE:** \$93, 499.92 – \$142,055.53

**THIS POSITION REPORTS TO:** Permanent Secretary

**THIS POSITION SUPERVISES:** Deputy Commissioner of Labour

### **SECTION B - SCOPE OF DUTIES**

The Labour division is mandated to provide effective, efficient and quality advisory & enforcement roles to all employees and employers in Solomon Islands by conducting regular reviews at enterprises level to ensure effective compliance to applicable national & international labour laws, standards and acceptable to work practises.

This position will contribute to the core functions and objectives of this Ministry by Managing, Projecting, Planning, Formulating, Consultation, Delegating, Justification, negotiating, coordinating, supervising, evaluating, disciplining and motivating.

### **SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

- Overall Organization and Management of the Division and to be the functional executive officer on matters relating to general Organizational Developments of the Division.
- Personnel management of all staff in the Labour Cadre and Division supported by all Head of Units.
- Control of expenditure and revenue votes supported by Heads of Units.
- Organization and management of Industries Relations policies, law and procedures supported by the Head of Unit.
- Organization and management of Employment policies, law and procedures supported by the Head of Unit.
- Organization and management of Trades, Training and Testing policies, rules and procedures supported by the Head of Unit.
- To be the advisor to the Apprenticeship Board and to request investigations on matters connected with the Labour Act and the Labour (Apprenticeship) Rules in relation to Apprenticeship matters.
- Organization and management of Occupational Safety and Health, including accident compensation policies, laws and procedures supported by the Heads of Units.
- Organization and management of ILO Standards setting and reporting to the International Labour Organization.

- Organization and management of the Enforcement of all Labour laws on non-compliance cases;
- Principle adviser to the Government through the Minister, on Labour Policies, Law and Procedures with the support of the Heads of Units.
- Organization and coordination of Reviews of outdated Labour Policies and Legislation as and when necessary.
- Preparing Annual Establishment and Budget for the Division in consultation with Heads of Units.
- To represent the Labour Division in Boards that has related pertinent interests on the welfare of employees and for purposes of harmonious relations with stakeholders of the government, for example, the SI NPF Board.
- Perform any other responsibilities delegated from time to time by the Permanent Secretary to the Department.

## **SECTION D - KEY DELIVERABLES**

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

- Analysis of international treaties of the ILO and treaties
- Provide reports to the tripartite and government machinery.
- Coordinating the tripartite
- 100% attendance (unless on authorised leave) and compliance with Code of Conduct
- Perform any other duties assigned from time to time by his superiors

## **SECTION E - QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Master degree or postgraduate in labour laws, industrial relations and Human Resource Management from recognised institutions.

### **Desirable Qualifications**

- At least a postgraduate or bachelor degree in Law, Industrial relations and Human Resource Management from recognised institutions with more than 10 years working experience both private and public sector.

### **Capabilities Required**

- Excellent in oral and written communication skills
- Strong analytical and decision making skills
- Capacity to interpret and apply legislation
- Capacity to work productively as a member of a team

## **SECTION F - KEY SELECTION CRITERIA**

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

KSC1. Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces:

KSC2. Strong Negotiation skills

KSC3. Public Relations skills

KSC4. Problem solving – decision making

KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

**SECTION G - TERMS AND CONDITIONS**

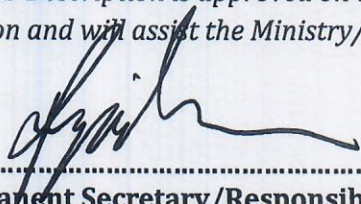
**Fortnightly Salary:** \$3, 596.14 - \$5, 463.67    **Annual Salary:** \$93, 499.16 - \$142, 055.53

**Annual Leave entitlement:** 28 days per calendar year

**Other Conditions of Service as stipulated in the agreement of service on appointment**

**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:*



.....  
**Permanent Secretary/Responsible Officer**

8-3-22  
.....  
**Date Approved**

*Additional Comments:*