



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Commerce, Industries, Labour and Immigration

**DIVISION/SECTION:** Trade Disputes Panel

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 288-00050

**MINISTRY VACANCY REF:** MCILI 1/2023

**POSITION TITLE:** Chairman

**POSITION LEVEL:** SS2/SS3

**SALARY RANGE:** \$4,530.58 - \$5,463.67

**THIS POSITION REPORTS TO:** (a) Statutorily to the Minister responsible; (b) Administratively to the Permanent Secretary; and (c) Judicially to the Judicial to the Judicial and Legal Service Commission

**THIS POSITION SUPERVISES:** Deputy Chairman/ Secretary to the Trade Disputes Panel/ Office Manager

### SECTION B - SCOPE OF DUTIES

The Ministry of Commerce, Industry, Labour and Immigration is mandated to deliver public services to all citizen of Solomon Islands and its stakeholders in ways effective and efficient yet professionally. The Ministry does that through its technical divisions, namely the Foreign Investment Division (Invest Solomon), Registrar of Companies, Industrial Development Division, Business & Corporative Division, Marketing & Trade Division, Immigration Division, Labour Division and the Trade Disputes Panel with administrative and logistic supports from the Corporative Services Division (Headquarter, Administration & Accounts).

As a technical division, the Trade Disputes Panel is an alternative disputes resolution or tribunal established by the *Trade Disputes Act* (Cap 75). It supports the Ministry of Commerce, Industry, Labour and Immigration to achieve its mandated roles by way of (1) facilitating or encouraging amicable settlement of trade dispute through the process of conciliation and where negotiation fails through arbitration; and (2) to conciliate and arbitrate on unfair dismissal complaints by employees who are being terminated by their employers.

The position will contribute to the corporate functions and objectives of this ministry by being responsible for overall administration and management of the division. That is, to make sure the division through its staff execute its mandated roles and functions accordingly.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- (a) To be Responsible for the whole administration and management of the office of the Trade Disputes Panel
- (b) To administer the Trade Disputes Act (Cap 75) and the Unfair Dismissal Act (Cap 77) with the relevant regulations and rules
- (c) To Conciliate/arbitrate on industrial disputes and unfair dismissal complaints
- (d) To chair and conduct Panel hearings
- (e) Advise the Panel/Tribunal on the law

- (f) Write up awards/findings and orders of the Panel
- (g) Attend to all divisional heads meetings
- (h) Prepare Division's Corporate and annual work plans
- (i) Prepare annual budgets and reports
- (j) Review staff establishment and job descriptions
- (k) Make appraisals and recommendations for staff promotions
- (l) Arrange trainings for officers and Panel members
- (m) Any other duties as requested by the Minister or Permanent Secretary or the Chief Justice of Solomon Islands.

## **SECTION D - KEY DELIVERABLES**

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

- Display exceptional level of good governance and professionalism; always maintains high level confidentiality, Impartiality, integrity, clients and public trust and confidence in the Trade Disputes Panel Office under his or her leadership.
- Proper administration of mandated Acts, regulations and rules
- He or she is to advice the members of the panel or the panel concerning the Laws.
- Decision, finding, award made in a timely manner to avoid complaints from disputing parties or from the Public.
- Effectively conciliate with parties to a dispute with the view of resolving the issue before the panel as soon as practicable.
- Head of Divisions meetings, Conferences and workshops attended.
- Annual Budgets and reports completed on time and made available to his or her supervisors or superiors.
- Review all staff establishments and job descriptions to ensure staff contributes meaningfully towards achieving the corporate plan of the Ministry when the need arise.
- Staff under his or her supervision being appraised and recommended for promotions or merit increments or trainings based on the procedures and processes set out for in the PMP 2015 policy and procedures manual to a responsible committee for such.
- Successful discharging of assigned tasks as required by the Minister responsible, Permanent Secretary and the Chief Justice of the High Court of Solomon Islands.
- 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Master of Laws from a recognized University with more than 5 years of working experience in similar organizations.

### **Desirable Qualifications**

- Applicant with a Bachelor of Laws will be an advantage with more than 5 years of working experience in similar organizations.

### **Capabilities Required**

- Independence, Impartiality, Communication skills, cultural awareness and tolerance, courtesy, patience, sense of perspective and humour etc.

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

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

- KSC1. The candidate possess mandatory qualification and 5-10 years of field experience dealing with labour or industrial matters or working in the Judiciary sector.
- KSC2. Evidence of proven abilities and leadership traits to lead and drive a culturally diverse team of Staff to deliver positive results within a challenging work place environment. Previously held senior and supervisory positions with any organisation within the Private or public sector and is able to work after hours to meet deadlines and produces quality reports.
- KSC3. Must demonstrate exceptional knowledge and experience in the applications of the Trade Disputes Panel Act, Unfair Dismissal Act, their Regulations and Rules; and other Relevant Labour Laws.
- KSC4. Committed to uphold to the highest level at all times the good name of the Trade Disputes Panel, Ministry (MCILI) and judiciary. Paramount to this are the confidence of clients and public trust to the organisation.
- KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct; General Orders, Financial Instructions; Public Financial Management Act; Government's policies and directives including high level of work attendance.

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$4,530.58 - \$5,463.67      Annual Salary: \$117,795.03 – \$142,055.53

Annual Leave entitlement: *30 days per calendar year (2 days Traveling included)*

Other Conditions of Service relevant to this position: as stipulated in the agreement of service on appointment.

- *Special duty allowances*
- *Housing allowances at 10% of basic salary*
- *Rental eligibility on monthly basis after probationary period*

## 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:*

*[Signature]* PS(S)/DC  
 .....  
 Permanent Secretary/Responsible Officer

*08/03/23*  
 .....  
 Date Approved

*Additional Comments:*