



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance & Treasury

**DIVISION/SECTION:** Inland Revenue Division

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-10129

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Senior Training & Development Officer

**POSITION LEVEL:** L8/9

**SALARY RANGE:** \$54,414.22 - \$67,273.70

**THIS POSITION REPORTS TO:** Team leader – Training & Development officer

**THIS POSITION SUPERVISES:** Training & Development officer

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximizing the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

This position will contribute to the corporate functions and objectives of this Ministry in the designing and implementation of the IRD's staff training and development plan. The role includes coordinating and facilitating IRD's Induction program, developing and organising a range of training and learning activities for IRD staff both internally and externally, managing and organising job rotations, managing succession planning and managing study and scholarship support for IRD staff. In doing so, it will ensure all IRD staffs reach a new level of performance.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assist in leading the SIIRD Training Development team
- Assist in leading the designing and delivery of the Training Development Plan
- Collaborate with ADCs and Team Leaders to understand staff training and development needs and organise appropriate training programs and initiatives to meet those needs
- Design and deliver the Induction program for new staff
- Design and deliver graduate trainings for SIIRD

- Develop performance indicators to measure the success of training programs including improvements in staff skills and on the job performance
- Ensure the training database is kept updated and regular reports provided to IRD leaders
- Facilitate discussions with IRD leaders to manage job rotations and succession planning processes
- Identify/organise participation in external programs including study and scholarship support
- Maintain a high level of staff integrity and professionalism.
- Other duties as directed.

## **SECTION D - KEY DELIVERABLES**

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

1. Active engagement with and support for the Training Development Programs.
2. All IRD staff have access to and regularly participate in relevant training and learning activities
3. Quality training materials and courses available, kept up to date and regularly evaluated and reviewed
4. High levels of attendance and positive feedback from IRD staff regarding training and development activities
5. Positive staff feedback on career development opportunities including job rotations and succession planning
6. Skills development and work performance is visibly improved as a result of training conducted and learning opportunities provided
7. Maintaining professionalism and integrity in the workplace.
8. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

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

### **Mandatory Qualifications**

- ✓ A Bachelor degree in Business, Human Resource Management, Education or at least a 3-year experience in training development.

### **Desirable Qualifications**

- ✓ Completion of any short-term training on adult education, leadership and development processes is desirable Capabilities Required



## SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** Ability to lead a team of training development experts to deliver training and development activities
- KSC2.** A good understanding of the principles of adult learning
- KSC3.** An understanding of human resource management, particularly career development
- KSC4.** Ability to develop effective relationships with people at all levels within IRD
- KSC5.** High level skills in communication, facilitation and training
- KSC6.** Well organised approach to work and ability to handle multiple tasks at once
- KSC7.** 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: **\$2,092.85 - \$2,587.45**      Annual Salary: **\$54,414.22 - \$67,273.70**

Annual Leave entitlement: **28 days**

Other Conditions of Service relevant to this position:

- **15% Housing allowance**
- **7.5% Superannuation**
- **23% Special duty allowance paid fortnightly**
- **Annual leave fares and travel expenses**

## 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**

*Additional Comments:*

*Agree*

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**Date Approved**  
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