

**RS FORM 2 - JOB DESCRIPTION**

SECTION A - POSITION DETAILS			
MINISTRY/AGENCY/OFFICE	MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE		
DIVISION/SECTION	Foreign Affairs	DUTY STATION	Honiara/HQ
POSITION NUMBER (HRMIS)		MINISTRY VACANCY REF	MFAET
POSITION TITLE	Principal Desk Officer/Asia & Africa		
POSITION LEVEL	LEVEL 8/9	SALARY RANGE	\$54,414.22 - \$67,273.70
THIS POSITION REPORTS TO	ASSISTANT SECRETARY		
THIS POSITION SUPERVISES	None		
SECTION B - SCOPE OF DUTIES			
<p>The Ministry of Foreign Affairs & External Trade is mandated to promote and protect the values, interests and wellbeing of Solomon Islands and its citizens through international diplomacy and cooperation.</p> <p>The Asia, Africa and Middle East Branch within the Ministry administers Solomon Islands bilateral partnership and assisting in managing and facilitating Solomon Islands bilateral relations and interest of Asia, Africa and Middle East Region.</p> <p>The position of Principal Desk Officer within the Asia, Africa and Middle East Branch assists the Assistant Secretary and Senior Desk Officers in managing and facilitating bilateral issues with countries in Asia, Africa and Middle whom Solomon Islands establishes diplomatic relations with and multilateral engagements with International Organizations based in Asia including the Commonwealth.</p>			
SECTION C - KEY DUTIES			
<p>This position is required to undertake the following duties:</p> <ul style="list-style-type: none">▪ Liaise with Other Ministries, Diplomatic Missions and Regional Organizations on matters relating bilateral partners and other countries in the Asia, Africa and Middle East.▪ Assist the Assistant Secretary in undertaking research and provide assessment on issues which the ministry and/or Government wish to pursue with Asean Development Community			

- Assist the Assistant Secretary in monitoring the dynamics of international politics and report on how the government's foreign policy can be correspondent to the status quo in the Asia, Africa and Middle East concerned to achieve maximum outcome
- Manage multilateral and bilateral arrangements with Asia regions and existing issues between Solomon Islands and various regions within Asia, Africa and Middle East.
- Facilitate and assist Government Departments and Ministries representation at training/workshops/meeting Foreign Ministries/Diplomatic Representatives with other line Ministries on various activities, visit.
- Liaise with the regional organisations and with other line ministries on various activities and technical assistance including country visits.
- Accompany Solomon Islands Government delegations in meetings in Asia, Africa and Middle East meetings nationally and abroad
- Assist the Assistant Secretary with preparation of policy papers such as cabinet papers/submissions for the Ministry for cabinet meetings on issues or foreign and regional policy matters relating to the branch's responsibilities.
- Assist the Assistant Secretary prepare briefs, country statements for Solomon Islands Government delegations attending meetings, conferences at bilateral meetings or Asia summits. In close consultation with branches within the ministry, relevant line government ministries and stakeholders.
- Submit a monthly & quarterly reports of the division's work output to the Assistant Secretary. Also assist the Assistant Secretary with the final draft of the branched annual reports and budgets.
- Assist the Assistant Secretary in supervising tasks delegated to the Senior Desk Officer and the Desk Officer.
- The Principal Desk Officer will also be required to fulfil other duties as delegated by the Supervising Officer
- Assist with protocol and liaison duties to dignitaries from the Asia, Africa and Middle Eastern regions visiting Solomon Islands.
- Assist with protocol and liaison duties to Solomon Islands Officials and dignitaries on overseas duties as and when required.

SECTION D - KEY DELIVERABLES

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

- Possess adequate knowledge and skills to perform the duties of the Principal Desk Officer competently.
- Disseminate and appropriately actioned all correspondences coming in from bilateral partners.
- Displays high level of effort and commitment in facilitating meetings and visits of high level officials from Asian region with SIG offices and Officials.
- Applies adequate job knowledge and skills in protocol and liaison duties as and when required.
- Prepares high quality briefs, assessments and reports on bilateral and multilateral policy matters that informed Solomon Islands position and decision making in international engagements.
- Displays high level attendance and strictly follow the attendance management policy of the Ministry of Foreign Affairs and External Trade and the Solomon Islands Public Service with adherence and compliance to the Public Service Code of Conduct.
- Maintains high level of character and a professional attitude and is able to conform and promote the Foreign Affairs standards of conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES**Mandatory Qualification**

- Bachelor's Degree in Diplomacy and International Relations, History/Politics.

Desirable Qualifications

- Ideally has a degree in the social sciences including law, Diplomacy, International Relations, History/Politics, Economics or Sociology.

Competencies

- Possess quality writing skills.
- Commands excellent communication skills.
- Understanding of international affairs in Asia Region would be an added bonus.
- Ability to plan and organise work.
- Ability to organise and file information accurately and logically.
- Physically fit and healthy and is willing to travel both locally and overseas as and when required.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. Have a minimum qualification of Bachelor's degree.
 KSC2. Possess a year of similar work experience would be a bonus.
 KSC3. Must be able to demonstrate skills in communication, writing and negotiation.
 KSC4. Must be competent in organisational and planning skills.
 KSC5. Must be able to demonstrate strong commitment to uphold Public Service Values and Code of Conduct including high level 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
Housing Allowance	10% of Basic Salary

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

..... 5 October 2023
 Date Approved

Additional Comments: