



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MINISTRY OF TRADITIONAL GOVERNANCE, PEACE AND ECCLESIASTICAL AFFAIRS

DIVISION/SECTION: PEACE AND ECCLESIASTICAL AFFAIRS **DUTY STATION:** HONIARA

POSITION NUMBER (HRMIS): 294-00067

MINISTRY VACANCY REF:

POSITION TITLE: DIRECTOR, PEACE AND ECCLESIASTICAL AFFAIRS

POSITION LEVEL: SS1

SALARY RANGE: Fortnightly Salary: \$ 3,596.14-\$3,689.58

Annual Salary: \$93,499.61-\$115,365.58

THIS POSITION REPORTS TO: Permanent Secretary, Deputy Secretary Technical and HoD's

THIS POSITION SUPERVISES:

With the Director (Governance), this position supervises the Deputy Directors (Malaita, Guadalcanal, Western and Choiseul), who are performing dual responsibilities (Traditional Governance and Peace and Ecclesiastical Affairs).

SECTION B - SCOPE OF DUTIES

The Ministry of *Traditional Governance, Peace and Ecclesiastical Affairs* is mandated to promote and foster national unity and sustenance Peace, through reconciliation, healing of individuals, communities and sectors through strengthened multi stakeholder partnership in peace building throughout Solomon Islands.

The Division of *Peace and Ecclesiastical Affairs* supports the Ministry of *Traditional Governance, Peace and Ecclesiastical Affairs* by ensuring that there is positive collaboration and a strengthened partnership between the Solomon Islands Government and the churches in areas of peacebuilding in the country.

This position will contribute to the corporate functions and objectives of this Ministry by;

1. Directing and Managing and advancing the task and the process of reparation and reintegration in order to achieve total forgiveness and healing at all levels of society
2. Supervising the translation of the government's policies into ministerial work programs and activities, including Provincial Peace and Ecclesiastical Affairs Offices
3. Overseeing ongoing consultation and dialogue with relevant stakeholders in peace building process
4. Undertaking the organization, coordination, liaison, researching and facilitation function in devising and aligning the ministry's programs with the government's policy directions and intents and strategic frameworks relevant for peace, and Ecclesiastical Affairs

5. Supervising the implementation, monitoring, and evaluation and reporting of the Divisions and work programs and activities.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Lead and carry out the leading and coordinating role within the Peace and Ecclesiastical Affairs Divisions in the translation of the government's policies and relevant recommendations in the ministerial and sector programs and work activities;
- b) Overseeing and leading the consultation and dialogue process with stakeholder on peace initiatives and ecclesiastical affairs processes
- c) Lead and carry out the overall coordination role within the Traditional Governance Division related to the implementation, monitoring, evaluation and reporting of all ministerial and sector programs and work activities relating to the peace and ecclesiastical affairs ;
- d) Overseer and carry-out the overall research and related processes on issues and developments relating to peacebuilding initiatives and ecclesiastical affairs and to provide inputs to formulating government position on those issues and developments through the ministry
- e) Lead and carry-out the overall liaison and networking with the relevant government authorities and non-government stakeholders about government policies, ministry's programs and work activities and that of the donors on matters of peace and ecclesiastical affairs
- f) Lead the overall engagement and lead the planning, coordination, direction and implementation process of the actual ministerial and provincial peace office programs and such others that were organized by the development partners and non-government organizations related to peace and ecclesiastical affairs ;
- g) Overseer of the overall administration and management of the Peace and Ecclesiastical Affairs Division and as and when required in supporting the administrative and managerial role of the ministry's human resource.
- h) Undertake other tasks as may be directed from time to time by the Under Secretary (T) or through the Permanent Secretary.

SECTION D - KEY DELIVERABLES

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

Successful performance of the duties will be indicated by:

- i. Strategic objectives outline in the Ministry's Corporate Plan will be achieved.
- ii. Up to date Divisional Strategic Plan
- iii. Divisional Annual Work Plan and Ministerial Annual Budget is available for the Division and relevant stakeholders.
- iv. Delivery of all components of the divisional annual work plan.
- v. Development and maintenance of a divisional management database.
- vi. Analysis and distribution of monthly and quarterly reports to the PS on all divisional plans and activities including provincial Peace and Ecclesiastical Affairs Divisions.

- vii. Officers under supervision attend and work diligently during the approved hours of duty and in accordance with MPS policy and procedures take disciplinary action against officers who are absent from the work place.
- viii. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

(a) Mandatory Qualifications

Applicant should be able to possess the following qualification(s), a minimum of a Bachelor of Arts Degree or one of its equivalent in the areas of public policy, governance, economics, sociology, law, political studies, conflict resolution and management, new public management and community development from a recognized and established university or tertiary institution.

(b) Capabilities Required:

- (i) Mature-minded in conceptual knowledge of Peace building and State building, and conflict management.
- (ii) Acquired Leadership and Managerial Skills both in the Public Service, NGO's or similar organizations

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Having a working experience of at least five (5) years in the Public Sector in the above areas and in a first line managerial level;

KSC2: Experience in working under minimal supervision;

KSC3: Demonstrate the experience to plan, lead, coordinate, monitor, evaluate, report and implement the division's and sector activities and program development related to Peace building and State building;

KSC4. Demonstrate the ability to carry-out and fully accomplished with desired performance and result the assigned and delegated divisional activities and sector program development by the Director relating to Peace building and State building.

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-\$3,689.58 Annual Salary: \$93,499.61-\$115,365.58

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- (a) Housing Allowance: \$359.61- \$443.71 per fortnight or \$3596.10-\$4437.10 per annum
- (b) Eligibility under Rental Housing Scheme
- (c) Other Conditions of Service as applicable from time to time in the Public Service and as in the General Orders.

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

01/02/24
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Date Approved

Additional Comments: