



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Rural Development.

DIVISION/SECTION: Rural Development Division. **DUTY STATION:** Constituency

POSITION NUMBER (HRMIS): **MINISTRY VACANCY REF:** MRD 16/2024

POSITION TITLE: Constituency Development Officer.

POSITION LEVEL: L10/11 **SALARY RANGE:** \$69,605.56 - \$83,789.35 annual salary

THIS POSITION REPORTS TO:

Member of Parliament in respective Constituency and PS/MRD.

THIS POSITION SUPERVISES:

Constituency Project Officer, Constituency Accountant Officer and Constituency Administration Office.

SECTION B - SCOPE OF DUTIES

The Ministry of Rural Development is mandated to create an enabling environment towards economic prosperity in the creation and equitable distribution of wealth, job opportunities to all Solomon Islanders enhancing the potential of rural dweller to participate actively in the development process in promoting social and economic development of the country.

The Constituency Office which this position is embedded in supports the Ministry of Rural Development by implementing priority policy areas of the government as mandated to the Ministry, in particular to support delivery of services to the people in the fifty constituencies of Solomon Islands.

The Constituency Development Officer is the principal advisor of the Constituency Member of Parliament in the constituency and coordinates the implementation and programs under the constituency development plan at the project level by providing the ongoing analysis as to the appropriateness of development activities undertaken and realigning them with the development plan. Also, in consultation with the Constituency member of Parliament be responsible for translating the constituency development plan into implementable tasks and projects and in consultation with the people of the constituency make recommendations to the Constituency Development Committee.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- A. Act in accordance with the Ministry in; Oversee and responsible for the effective management of constituency office and all assets there within.

- B. Assist in the implementation of the policies and programmes of the Government with respect to the usage and disbursement of funds and enter into agreement with potential recipients of the funds that promote the purposes of the fund (Refer CDF ACT and PFMA Act)
- C. Maintain proper registers, accounts and other documentation as required by the Ministry
- D. Ensure that the accounting procedures as prescribed by the permanent Secretary, Ministry of Finance and Treasury are adhered to.
- E. Assist tribal communities, families and individuals in formulation of projects relating to the funds available under CDF.
- F. Develop and implement in line with the MRD Communication Strategy an effective communication system that links constituency, MRD, other SIG ministries, donors and other stakeholders.
- G. Establish an effective and efficient working relationship with constituency, MRD, other SIG ministries and Provincial Governments, donor and other stakeholders (community based groups, church groups, women groups, etc)
- H. Exercise delegated powers of the Permanent Secretary of the Ministry in all matters of financial management, good governance and prudential discharge of the management responsibilities required under the PFMA Act 2013 and CDF ACT 2023
- I. Compile a constituency development plan and profile for submission to the office of the Constituency Member of parliament and abide by the Leadership Code (Further Provisions) Act 1999 and its regulations.
- J. Shall exercise delegated powers and functions. And provide financial and other information in matters that the Permanent Secretary of the Ministry is required to do report on.

SECTION D - KEY DELIVERABLES

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

1. Constituency Office and all assets are effectively managed according to relevant SIG policies and standard practices.
2. A 4 year rolling Constituency Strategic Development plan is developed in alignment with NDS 2016-2035.
3. Annual Work Programs based on the identified prioritised community needs are formulated on annual bases in line with the Constituency Strategic Development Plan.
4. Project Proposals are formulated and submitted on a timely manner, accompanying projects are effectively delivered and acquittals reports (SIG/other donors) are submitted on time.

5. Tribal communities, families and individuals are assisted with the formulation of projects relating to the funds available under CDF.
6. A communication system in line with the MRD Communication Strategy that links constituency, MRD, SIG ministries, donor and other stakeholders is developed and implemented effectively.
7. An effective and efficient working relationship with constituency, MRD, other SIG ministries and Provincial Governments, donor and other stakeholders (community-based groups, church groups, women groups, etc) is established and maintain.
8. Ensure the office must at all times portray the highest level of integrity, professionalism, maturity, compassion, good governance practises and people skills.
9. Ensure all constituents benefit from the CDF to improve their standard of living in the rural communities (voters and non-voters).
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Post Graduate Diploma Studies and a related discipline

Desirable Qualifications

- Minimum Degree in Community Development, Public Administration, Finance or similar field from recognised institutions with at least more than 7 years' work experience in similar job.

Capabilities Required

- The incumbent is expected to perform the role in accordance with generic leadership management capability profiles outlined in the Solomon Islands Public Sector Leadership and Management Development Framework
- General knowledge, good understanding and appreciation of rural development needs and issues in Solomon Islands.
- Competent with ability to work in a team of socio-cultural backgrounds and to take up leadership role and is willing to work in the Constituency as their place of official duty.
- Strong knowledge and experience of government Public Expenditure Management processes, SIG regulations and practices including PFM Act, Financial Instructions, General Orders and Stores and Regulations.
- Demonstrated skills and ability to develop strategic development plan, annual work plans and budgets and monitor/report on their implementation progress.
- Competent with excellent and High level written and verbal communication skills including ability to prepare high quality written reports, acquittals and engage effectively with constituents at all levels.
- High level computer skills including ability to use Microsoft word/excel/power point presentation interfaces.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** Minimum qualification of Bachelor’s Degree in Community Development, Public Administration or similar with at least 7 to 10 years’ work experience in similar job.
- KSC2.** Minimum of at least 7 years’ or more work experience in Community Development within the Government Sector or 7 years’ experience in related field with NGO’s.
- KSC3.** Experience and Knowledge in working with government Public Expenditure Management processes, SIG regulations and practices including PFM Act, Financial Instructions, General Orders and Stores and Regulations.
- KSC4.** Strong ability to develop strategic development plan, annual work plans and budgets and Monitor/report on their implementation progress. Competent with excellent and high level written and verbal communication skills including ability to prepare high quality written reports, acquittals and engage effectively with constituents at all levels.
- 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: **\$2677.14 - \$3,222.67 p/fn.**

Annual Salary: **\$69,605.56 - \$83,789.35 p/Annum.**

Annual Leave entitlement: **28 days**

Other Conditions of Service relevant to this position:

- *Housing Allowance of 10% of basic salary is applicable.*
- *Other conditions of service as outlined in the Agreement of Service upon appointment contained in the General Order (GO) and procurement and Public Financial Management (PFM) Act.*

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: