



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Foreign Affairs & External Trade

DIVISION/SECTION: Foreign Affairs

DUTY STATION: HQ-Honiara

POSITION NUMBER (HRMIS): 274-00021

MINISTRY VACANCY REF: MFAET 05/2024

POSITION TITLE: Assistant Secretary/Europe and International Economic Cooperation (EIEC)

POSITION LEVEL: 12/13

SALARY RANGE: \$83,475.79 - \$ 86,209.38

THIS POSITION REPORTS TO: Deputy Secretary

THIS POSITION SUPERVISES: Desk Officer

SECTION B - SCOPE OF DUTIES

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.

The Assistant Secretary for Europe and International Economic Cooperation Branch assists the Ministry of Foreign Affairs & External Trade to;

- Oversee bilateral relations with European countries and multilateral relations with international organisations,
- Oversee EIEC branch, managing all day to day activities of the branch and supervising all work of desks officers in close liaison with the Deputy Secretary and the Permanent Secretary.
- Focal point for respective Heads of Mission (s), international and regional organisations on behalf of the Ministry of Foreign Affairs.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provide supervision role to all desk officers of the relevant Political Branch; provide appraisal or performance reports on their performance towards confirmation or promotion; and advise on training needs/requirements of desk officers
- Provide monthly, quarterly or annual reports on the work carried out by the Political Branch as required from time to time by the Deputy Secretary or the Permanent Secretary;
- Prepare relevant briefs on subjects required from time to time relating to issues covered by the Political Branch for the Permanent Secretary, the Ministers and other department through requests sent to the Ministry of Foreign Affairs;

- Prepare cabinet submissions on matters arising under the directive of the Deputy Secretary or the Permanent Secretary
- Carry out research on foreign policy issues and prepare policy papers on contemporary, regional and international issues for the Political Branch to the Deputy Secretary and Permanent Secretary upon request
- Plan, manage and undertake consultations with other government line ministries, inter-government agencies and non-state actors on merging and current development issues in regional areas under the purview of the Political Branch where necessary
- Plan and conduct inclusive meetings with development partners, aid donors with other line Ministries and non-state where necessary;
- Provide advice on foreign policy issues to the Deputy Secretary, the Permanent Secretary through concept papers or a brief when required with sound and quality assessment
- Assist Solomon Islands delegations with provision of briefs prior to delegations traveling to regional and international diplomatic conferences and meetings;
- Drafting of statements and speeches for the Governor General, Prime Minister, Foreign Affairs Minister and Minister of the Crown as and when required
- Work in close collaboration with relevant overseas missions through maintaining constant contact on all relevant policy
- Represent the government at all relevant international and regional meetings, negotiations and technical meetings where necessary
- Perform other duties as may be directed by the Deputy Secretary or the Permanent Secretary.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

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

1. Cabinet papers drafted and passed
2. Quarterly and monthly reports prepared and forwarded to immediate supervisor. Including annual work plans.
3. Provide advice and assist Minister and Permanent Secretary to fully engage in bilateral consultations with European countries and other multilateral organisations such as EU
4. Actively engage with development partners.
5. High attendance rate (unless on authorised leave) and compliance with public service code of conduct

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor Degree in International Relation, History/Politics, International Affairs, International Law, Economics, Social Science from Recognized institutions

Capabilities Required

- Planning and management skills
- Demonstrate competent leadership and management.
- Demonstrate ability to engage in formal dialogue with bilateral and multilateral partners
- Clear and confident representational skills

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. At least 3-5 years of work experience in the government or any other organisation, most preferably at a senior management level will be a plus for the position
- KSC2. Research and writing skills, fluency in English and innovative
- KSC3. Knowledge: candidate must have keen interest in international and current affairs or be willing to be abreast with current international and regional issues.
- KSC4. Candidate must appreciate and value the essence of teamwork and be willing to delegate tasks to subordinates. Must be capable to handle work pressure and have the ability to multi-task.
- 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: \$3,210.61 - \$3,315.75 Annual Salary: \$83,475.79 - \$86,209.38

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- *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

8/5/2024
.....
Date Approved

Additional Comments: