



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): 274-00003

MINISTRY VACANCY REF: MFAET 01/2024

POSITION TITLE: Deputy Secretary/FA

POSITION LEVEL: SS2

SALARY RANGE: \$113,811.62 - \$134,937.88

THIS POSITION REPORTS TO:

Permanent Secretary

THIS POSITION SUPERVISES:

Assistant Secretaries, HRM, FC

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.

Deputy Secretary Foreign Affairs heads the diplomatic cadre and will focus on issues relating to the country's borders with its neighbours as well as take a leading role in border negotiations.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provide leadership and supervisory role to Assistant Secretaries, Human Resources Managers and Financial Controller
- Coordinate the Ministry's annual work plan with Heads of Departments and ensure timely monitoring and reporting is conducted
- Compile the Ministry's annual report and Corporate Plan
- Working with the Ministry's corporate Service Division to establish Solomon Islands new Mission overseas
- Provide oversight to Solomon Islands overseas mission activities and recommend officers to be posted to these missions
- Assist to draft cabinet Papers and Speeches for the Minister
- Draft policy papers on contemporary international and regional issues, having a bearing on Solomon Islands Foreign Policy
- To head Solomon Islands Government delegation to regional/overseas/meetings/conferences as and when required by the Secretary

- Undertake any other duties as reasonable required or directed by the Permanent Secretary

SECTION D - KEY DELIVERABLES

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

1. Updated Annual Report and Work Plans in place
2. New Missions established accordingly
3. Cabinet Papers and Speeches available in time for the Minister
4. Overseas mission's activities are coordinated accordingly
5. Policy Papers on Contemporary International and Regional Issues on Solomon Islands Foreign Policy completed
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Master Degree

Desirable Qualifications

- Desirable: Bachelor's Degree in International Relations, Politics, Economics, Public Policy Management or Social Sciences from Recognized institutions and must be 10 years' experience of work experience in Government or Non-Government Organisation

Capabilities Required

- Demonstrate good strong Leadership Skills

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. Attained Qualification from recognised institutions
- KSC2. Have 10 years' working experience
- KSC3. Fluent in speaking English, writing policy, cabinet papers and speeches
- KSC4. Must be able to prepare and interpret financial reports.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$4,377.37 - \$5,189.92

Annual Salary: \$113,811.62 - \$134,937.88

Annual Leave entitlement: 42 days

Housing Allowance: 10%

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 | 05 | 2024
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Date Approved

Additional Comments: