



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Foreign Affairs & External Trade

DIVISION/SECTION: Labour Mobility Unit **DUTY STATION:** Honiara/HQ

POSITION NUMBER (HRMIS): 274-00109 **MINISTRY VACANCY REF:**

POSITION TITLE: Research Officer - LMU

POSITION LEVEL: Level 6/7 **SALARY RANGE:** \$1,544.17 - \$1,838.66

THIS POSITION REPORTS TO: Chief Trade Officer - LMU

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of *Foreign Affairs & External Trade* is mandated protect the values, interest, and wellbeing of Solomon Islands and its citizens through internationally diplomacy and cooperation.

The Division of *External Trade and LMU* supports the Ministry of *Foreign Affairs and External Trade* to do this by;

- The Department of External Trade manages international, regional and domestic trade issues for Solomon Islands. This covers negotiating and implementing trade agreements, formulating and implementing national trade policy and managing aid for trade programs through the Enhanced Integrated Framework National Implementation Unit. The Department also houses the Labour Mobility Unit that manages seasonal worker programs with Australia and New Zealand. To date, Solomon Islands is a party to a number of trade agreements, including: Pacific Island Countries Trade Agreement, Melanesian Spearhead Group Trade Agreement, Pacific Agreement on Closer Economic Relations, and the World Trade Organisation Agreements. There are also two important agreements currently under negotiation: the Economic Partnership Agreement with the EU and the Pacific Agreement on Closer Economic Relations (PACER Plus) with Australia and New Zealand. As an island nation, trade acts as a lifeline for Solomon Islands therefore it is important for the country to integrate fully into the global trading system.

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

- It will help increase labour mobility opportunities and worker numbers.
- Markets and promotes labour mobility internationally and domestically.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assess the labour needs of selected Solomon Islands' sectors and the current and future supply of labour, identifying any shortages and surpluses.
- Administers worker and employer surveys and reports on the findings.
- Investigate systems for accurately reporting remittances from Labour mobility workers.
- 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. A reliable analysis of selected sectors' labour needs and labour supply is developed that informs the supply of workers for labour mobility opportunities and assesses impacts on the domestic industry.
2. Reports provide insights into labour mobility outcomes
3. Options for reporting remittances accurately are determined.
4. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Tertiary Degree

Desirable Qualifications

- Ideally has a degree in Economics, Commerce or Business Administration.
- High level user of Microsoft Office Suite, especially Excel and Word.
- High level analytical skills.
- Good writing skills.
- Able to write research papers.
- Ability to plan and organise work.

• SECTION F - KEY SELECTION CRITERIA

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

KSC1. Ability to research and analyse information at macro-economic level

KSC2. Ability to produce relevant and readable research reports

KSC3. Ability to administer surveys and report findings

KSC4. Organisation and planning skills

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: \$1,544.17 - \$1,838.66 Annual Salary: \$40,148.34 - \$47,805.20

Annual Leave entitlement: **36 days**

Other Conditions of Service relevant to this position:

- **Housing Allowance**
- **Leave Passage**

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

08 / 05 / 24

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Date Approved

Additional Comments: