



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Foreign Affairs & External Trade

**DIVISION/SECTION:** External Trade      **DUTY STATION:** Honiara/HQ

**POSITION NUMBER (HRMIS):** 274-00084      **MINISTRY VACANCY REF:** 02/2024

**POSITION TITLE:** Senior Trade Officer

**POSITION LEVEL:** 7/8      **SALARY RANGE:** \$48,063.39 - \$54,201.70

**THIS POSITION REPORTS TO:** Chief Trade Officer

**THIS POSITION SUPERVISES:** Nil

### SECTION B - SCOPE OF DUTIES

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

The Division of *External Trade and Labour Mobility* supports the Ministry of *Foreign Affairs and External Trade* to do this by managing 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 Senior Trade Officer (STO) supports the Department of External Trade in trade policy formulation and preparation for trade negotiations by providing research assistance, analysis, and logistical and organisational support.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Supports the chief negotiators in preparation for trade negotiations, including liaising with regional and international organisations, information gathering and coordination of key stakeholders;
- Provides technical analysis on trade issues including simple cost-benefit analysis on policy options and liaises with relevant stakeholders for new or updated information;
- Provides logistical and organisational support for consultations, workshops, and other departmental activities;
- Attends trade-related meetings and negotiations, seminars and workshops, where appropriate;

- Coordinates and supports officials in the research, information gathering and the organisation of stakeholder and consultative meetings;
- Oversees operation of departmental filing system;
- Manages departmental resources including information sources and identifies procurement needs;
- Keeps up to date with key developments in trade-related areas, including the study of international media and legislation affecting trade policy;
- 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. Provide effective support to Chief Negotiators in preparation for trade negotiations.
2. Maintain good network with international organisation and other stakeholders.
3. Attend all meetings when required.
4. Provide effective research support to officials
5. Filing system maintained and accurate
6. Effective management of the departments procurement
7. Keep up to date data on developments in trade-related areas.
8. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

#### **SECTION E - QUALIFICATIONS AND CAPABILITIES**

##### **Mandatory Qualifications**

- Bachelor's Degree in economics, law, commerce, international relations or a related field from a recognised institution.

##### **Desirable Qualifications**

- Master's Degree in economics, law, commerce, international relations or a related field from a recognised institution.

#### **SECTION F - KEY SELECTION CRITERIA**

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

**KSC1.** Moderate level of understanding of international trade, economics, international affairs, regional politics and related issues;

**KSC2.** Strong ability to plan, organize and prioritize work activities effectively and professionally;

- KSC3.** Ability to analyse, summarise and prepare briefs on economic, legal and political issues;
- KSC4.** Strong written and oral skills, proficiency in English and computer literacy;
- 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: \$1,848.59 - \$2,084.68 Annual Salary: \$48,063.39 - \$54,201.70

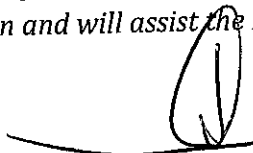
Annual Leave entitlement: 28 days

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:*



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**Permanent Secretary/Responsible Officer**

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**Date Approved**

*Additional Comments:*