



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Director - Planning & Management

MINISTRY: Ministry of Agriculture and Livestock Development

DIVISION: Planning and Management

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 270 00017

MINISTRY VACANCY NUMBER:

POSITION LEVEL: 13/SS1

SALARY RANGE: \$90,943.49 – \$118,826.59

THIS POSITION REPORTS TO: Deputy Secretaries and the Permanent Secretary

POSITIONS SUPERVISED: Deputy Director, Senior Planning Officers & Assistant Planning Officer

SECTION B - SCOPE OF DUTIES

The Ministry of Agriculture and Livestock is committed to continually strengthen roles in innovative change-driver working in close partnership with private sector and civil society to advance Solomon Islands subsistence, semi-commercial and commercial agriculture and livestock farming and industry sector growth on the basis of: Good Governance, Food & Nutrition Security, Entrepreneurship and Partnership.

The Ministry of Agriculture and Livestock (MAL) relies on the Department of Planning and Management (DoPaM) to function effectively and achieve its goals. The DoPaM is crucial to the Ministry's success, acting as the strategic backbone that supports informed decision-making, efficient resource allocation, and the attainment of national agricultural objectives.

The Director of Planning and Management is a senior leadership position within the Ministry of Agriculture and Livestock of the Solomon Islands government. The role is responsible for providing strategic direction, leadership, and oversight in planning, policy development, and program management to promote sustainable agriculture and livestock development.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Develop and implement strategic plans, policies, and frameworks to guide the development of the agriculture and livestock sectors in alignment with national development goals and priorities.

2. Provide leadership in setting strategic priorities, targets, and performance indicators for the agriculture and livestock sectors.
3. Collaborate with government agencies, development partners, and stakeholders to ensure coherence and alignment of agriculture policies and programs with national strategies and international commitments.
4. Oversee the design, implementation, and monitoring of agriculture and livestock programs and projects to achieve desired outcomes and impacts.
5. Ensure effective coordination and integration of activities across different departments and units within the Ministry.
6. Provide technical guidance and support to program managers and staff in project planning, implementation, and reporting.
7. Ensure efficient utilization of financial resources and compliance with financial reporting requirements.
8. Establish and maintain systems for monitoring, evaluation, and reporting on the performance and impact of agriculture and livestock programs and projects.
9. Promote capacity building initiatives and training programs to enhance the skills and competencies of staff in planning, management, and technical areas related to agriculture and livestock development.
10. Build and maintain effective partnerships and collaborations with government agencies, development partners, civil society organizations, research institutions, and private sector stakeholders to promote inclusive and participatory agriculture and livestock development.
11. 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. Develop and implement strategic plans, policies, and frameworks to guide the development of the agriculture and livestock sectors in alignment with national development goals and priorities.
2. Strategic priorities, targets, and performance indicators for the agriculture and livestock sectors in place.
3. Effective and efficient collaboration with government agencies, development partners, and stakeholders, agriculture policies and programs alignment with national strategies and international commitments.

4. Agriculture and Livestock programs are properly designed, implemented, and monitored and desired outcomes and impacts achieved in a timely manner.
5. Successful and continues coordination and integration of activities across different departments and units within the Ministry.
6. Quality and quantity of technical guidance and support provided to program managers and staff in project planning, implementation, and reporting.
7. Financial resources are efficiently utilized and in compliance financial reporting requirements.
8. Agriculture and livestock programs and projects are being monitored and maintain by proper and applicable systems for monitoring, evaluation, and reporting on the performance and impact.
9. Staff receive training to enhance the skills and competencies of staff in planning, management, and technical areas related to agriculture and livestock development.
10. Maintain effective partnerships and collaborations with government agencies, development partners, civil society organizations, research institutions, and private sector stakeholders to promote inclusive and participatory agriculture and livestock development.
11. Quality completion of other duties reasonably required or directed by the Responsible Officer or Supervisor.
12. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Master’s degree Agriculture, Rural Development, Economics, Public Administration, or a related field and/or with 3 years working experience in similar field.

Desirable Qualifications

- Bachelors degree in Agriculture, Rural Development, Economics, Public Administration, or a related field and/or with 5 years working experience in similar field.

Capabilities Required

- Excellent strategic analytical, and problem-solving skills, with a track record of driving innovation and change.
- Excellent ethical behaviour
- Strong Leadership and management skills

SECTION F - KEY SELECTION CRITERIA

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

- KSC 1:** Knowledge of or ability learn agriculture and livestock policies and practices in the Solomon Islands context as well as SIG policies, acts and regulations.
- KSC 2:** Demonstrated experience in strategic planning, policy development, program management, and stakeholder engagement in the agriculture sector.
- KSC 3:** Have excellent interpersonal and communication skills, enabling effective engagement and collaboration with a wide range of stakeholders, including government agencies, farmers, private sector entities, NGOs, and international partners.
- KSC 4:** Experience in conducting research, data analysis, and applying findings to policy and program development, along with the ability to anticipate challenges and proactively address them in the planning process.
- KSC 5:** Demonstrated strong time management, administrative and organisational skills with the ability to lead, supervise, discipline, mentor and motivate staff.
- KSC 6:** Excellent demonstrable skills in the use of MS Office applications, including highly developed report writing skills.
- KSC 7:** Outstanding work attendance record and Strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,497.83 - \$4,570.25 **Annual Salary:** \$90,943.49 – \$118,826.59

Annual Leave entitlement: As per public Services Policy

Other Conditions of Service relevant to this position:

- Housing Allowance or access to the Public Service Rental Scheme.
- Other standard leave entitlement outlined in the General Orders for SIG Public servants.

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: