



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Principal Administration Officer

POSITION NUMBER: 270-00461

POSITION LEVEL: 9/10

DUTY STATION: Honiara

SALARY RANGE: \$61,886.71- \$78,782.70

MINISTRY: Ministry of Agriculture & Livestock Development

DIVISION: Corporate Services Support

MINISTRY VACANCY NUMBER:

THIS POSITION REPORTS TO: Human Resource Manager

POSITIONS SUPERVISED: Nil

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 donors; 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 MAL-Corporate Services Support Division, manages the Ministry's Corporate Planning, Human Resource Management, Secretarial Services, Central Tender Boarder, Procurement and Asset Management Services.

This position will contribute to the corporate functions and objectives of this Ministry by managing the Ministry's training and development and performance management activities ensuring the organisation has the qualified staff to achieve its strategic objectives.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist HoD's with the development and review of the Ministry's strategic Training and Development Plan to ensure the organisation has the access to appropriately qualified staff.
2. Assist the HR Team & other divisions/departments to complete Training Needs Analysis and link identified training needs to the Strategic Training and Development Plan.
3. Liaise with internal and external stakeholders to coordinate the Ministry's training activities.
4. Coordinate the Ministry's Training Committee Meetings (PRC).

5. Coordinate, report and liaise with MAL- Heads of Division/staff on Staff Performance Appraisal process (PMP).
6. Provide monthly report on Training activities & Staff performance Appraisal (PMP) to MAL management team.
7. Manage the Ministry's training & performance appraisal data's and trackers.
8. 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. MAL has an updated strategic Training and Development Plan according to the ministry's qualification needs.
2. Training needs analysis completed, training identified and submitted/presented to Performance Recognition Committee for approval.
3. Training and development activities are coordinated and reported on efficiently, training and development activities are in line with the strategic training and development plan.
4. Ministry's Training Committee Meetings is being coordinated efficiently, training and development decision made, actioned and conveyed to officers concerned in a timely manner.
5. Efficient coordination, reporting and liaising with Heads of Divisions/staff on Staff Performance Appraisal process (PMP).
6. Monthly report on Training activities & Staff performance Appraisal (PMP) is available to MAL management team.
7. Updated training & performance appraisal data's and trackers accessible to MAL Management.
8. Completion of other duties assigned by management.
9. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Bachelors degree in Human resource management, administration, or public administration and/or 3 years working experience in similar field.

Desirable Qualifications

- Diploma in business administration, human resource management or public administration and/or 5 years working experience in similar field.

Capabilities Required

- Ability to work with minimal supervision
- Ability to link training priorities to organization strategic objectives

SECTION F - KEY SELECTION CRITERIA

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

KSC 1: Ability to quickly learn, interpret and implement training policy and procedures outline in the Ministry of Public Service Training Policy.

KSC 2: Previous experience or ability to identify training needs, develop training plans coordinate training and staff development activities.

KSC 3: Ability to work in a team environment, priorities tasks and meet tight deadlines.

KSC 4: High standard of written and verbal communication skills including ability to prepare written correspondence and liaise effectively with internal and external stakeholders.

KSC 5: Advance in IT skills in Microsoft office applications

KSC 6: Outstanding work attendance record and Strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,380.26 - \$3,030.10 **Annual Salary:** \$61,886.71- \$78,782.70

Annual Leave entitlement: As per Public Service Policy

Other Conditions of Service relevant to this position:

- Housing Allowance or access to the Public Service Rental Scheme
- Other standard leave entitlements outline 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: