



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Justice and legal Affairs

DIVISION/SECTION: HR/Admin **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 292-00021 **MINISTRY VACANCY REF:**

POSITION TITLE: Chief Admin Officer

POSITION LEVEL: L10/11 **SALARY RANGE:**

THIS POSITION REPORTS TO: Human Resource Manager

THIS POSITION SUPERVISES: PAO, SAOs

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Division of Human Resource Unit supports the Ministry of Justice and Legal Affairs by prepare and update staffing establishments (payroll MOFY), Manage and administer recruitment and selection process and liaising with Agencies and facilitate submissions to the commissions, Develop and coordinate Ministry staff development plans and trainings, Liaise and report to heads of Units and Heads of Agencies on HR manuals in compliance to MPS rules, regulations and administration matters, and Liaising with MPS on DCC police requirements and implementation programs.

This position will contribute to the corporate functions and objectives of this Ministry by providing supports to the HRM with the overall work in all the functional responsibility areas of Human Resource Management.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Executive management

- Assist HRM in consultation, research and draft organizational development strategies giving strategic HRM direction, refinements for organizational and management structures
- Assist HRM & Agency Head/Directors with all its administrations to implement strong management and transparency practices

2. Corporate Service

- Personal management in respect of staff welfare in the agency
- Liaise with Ministry Headquarter and Ministry Agencies on all aspect of staffing of every position at all levels. This require regular visits and meeting with Heads of Unit and Agencies, so that a close understanding is maintain when dealing with requirements and problems
- Arranging recruitment to meet current and future needs with regards to manpower and organizational structure
- Liaise with HRM/PS on possible staff promotions at all levels is including Heads of Units and Agencies in the case of technical and professional staff and producing draft submissions for decisions for PS endorsement and approval
- Assist HRM to focus on building strong communication links across the sector, with the Ministry agencies

3. Learning and Development

- Steer the development of Justice Sector Learning and development strategy to ensure staff have relevant knowledge, skills and experiences to meet the office requirement
- Ensure the design and implementation of costed training and development plans for capacity building across the Ministry
- Assist HRM to develop a Human Resource Development Plan including reviewing job descriptions.
- Liaise with HRM/PS on possible local/overseas training courses for all staffs
- Identify appropriate resources to meet the requirements of proposed training
- Assist HRM review and progress detailed applications to learning and development committee for consideration
- Undertake any other duties as reasonably required 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. Ensure that the implementation of policies, procedures and workplace practices are underpinned by appropriate skills enhancement training and development within the MJLAHQ and its agencies
2. Ensure that staff attends all relevant courses, and arranging such attendance with Ministry of National Planning (MNP), Institute of Public Administration and Management (IPAM), National Training Unit (NTU) and Ministry of Public Service (MPS)
3. Ensure HRM Unit Annual work plan is well coordinated and implemented according the specific time frame given
4. Ensure that the PMP Process is well coordinated within MJLA HQ and MJLA Agencies
5. Maintain the management service delivery on time
6. Maintain staff welfare across the agencies and ensure to establish appropriate working relationship
7. Maintain recruitment on schedule as expected by the organisation on timely manner
8. Establishment up to date information on establishment register
9. Evidence of team work and collaboration with other staff from the agencies

10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Degree in Public Administration and Human Resource Management or other related fields of study

Desirable Qualifications

- A Post Graduate in Public Admin and Management or Business Administration or Public Policy

Capabilities Required

- Abilities to understand and comply with public service code of conduct and follow all other laws, policies and procedures which related to the improving gender equality and creating safer working environment
- Technical skills, attendance to work, managing time- punctuality, ethic, personal learning, communicating clearly

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Minimum of 3 – 5 years' experience working in senior management in commercial or public service environment

KSC2. Strong experience in Human Resource Management and learning development

KSC3. Ability to understand and comply with public service code of conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer working environment

KSC4. Sound knowledge of legislated document such as General Orders, Financial Instructions policies procedures and work practices relevant to the public service code of ethics

KSC5. Ensure that the implementation of policies, procedures and workplace practices are underpinned by appropriate skills enhancement training and development within the MJLAHQ and its agencies

KSC6. 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: \$2,677.14 - \$3,222.67 **Annual Salary:** \$69,605.56 - \$83,789.35

Annual Leave entitlement: 28 days per annum

Housing Allowance: Payable 10% of the Basic Salary if no Housing is provided

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

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Approved

Additional Comments: