



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Human Resource Management Unit

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00005

MINISTRY VACANCY REF:

POSITION TITLE: Principal Admin Officer

POSITION LEVEL: Level 8/9

SALARY RANGE: \$2,155.64 - \$ 2,665.07

THIS POSITION REPORTS TO: CAO and Human Resource Manager.

THIS POSITION SUPERVISES: Senior Admin Officer

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 Human Resource Management Unit supports the Ministry of Justice and Legal Affairs by delivering, right people with right Jobs at the right time focus on delivering quality service.

This position will contribute to the corporate functions and objectives of this Ministry by assisting the Human Resource Management Unit by providing support to the CAO and Human Resource Manager with overall works in Human Resources. The Position always liaise with Ministry and Agencies

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1 EXECUTIVE MANAGEMENT

Deputies for the HRM in overseeing the executive management of all aspect of human resource management and corporate service

- Consult, research and draft organizational development strategies giving strategic HRM Direction, refinement for organisational and management structure, supporting planning, system development and quality control.
- Facilitate the identification of appropriate work force development strategies.
- Research and draft proposals to support allocation of resources
- Report against Corporate Plan and key performance indicators

2. CORPORATE SERVICES

Manage the implementation of MJLA HRM and Corporate Service functions while at the same time supporting counterparts across the sector

- Work to develop the MJLA's Budget/ Establishment process in liaison with counterparts across agencies
- Develop and Monitor the corporate Service (HRM Unit Budget
- Oversight the Learning and Development for the Corporate Service Team
- Research and draft proposals identifying changing needs and situation.
- Trouble shoot where gaps appear in systems, Processes and workplace practices
- Report on quality and performance issues.

3. HUMAN RESOURCE MANAGEMENT

Oversight the implementation of SIGov policies, MOFT Budget Template, and the MPS HR strategy

- Support counterparts in the Justice Agencies with implementation of processes and procedures and alert the HRM about the quality issues.
- Work with counterparts to facilitate the receipt of report
- Liaise with MPS and MOFT at a Senior level
- Management of the HR data Base.

4. WORKFORCE PLANNING

Support the workplace planning process to assist the agencies to identify appropriate levels of resources needed to support the delivery of services against agreed outcomes.

- Review and assess requests for adjustment of the Establishment
- Coordinate the review of HR tools
- Match workforce planning to the corporate planning and budget process
- Manage the MJLA HR plan in line with sector agencies
- Coordinate justice Agencies annual HR Audits

5. OHS & W

- Assist with logistical support as required
- Participate in the Marketing and implementation of the MJLA OHS & W Policy

6. LEARNING AND DEVELOPMENT

Drive the Ministry's Learning and Development Strategy focused on building a skilled and knowledgeable workforce equipped to deliver:

- Required services
- Effective succession planning and a sustainable Exit strategy.
- Facilitate the development of a coordinate L&D strategy, L & D policy and short and long term plans.
- Support the Justice Agencies with the development of Agency plans.
- Take direction from the Ministry's L & D committee to develop proposal/Submissions for funding
- Coordinate Graduate Lawyer's development & Scholarship program
- Facilitate an Information exam with the agencies
- Align training outcomes with personal records

- Manage a Knowledge exchange program to ensure there is a sharing of the most current information across the Sector.
- Explore funding sources available for training and development

7. SECTOR STRENGTHENING & REFORM

As a member of the Human Resource Senior Management team actively Participate in ensuring:

- HR systems are effective, efficient, applicable and able to be used across the whole government.
- Improve Human Resource budget processes
- Advocate for, Research and design user friendly practical systems
- Focus on building the capacity of all public servants at all levels.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Continually providing timely monitoring of all the vacancies and establishment for all Agencies
2. Ensure all vacant position were filled with right people
4. Actively participate in workforce planning with learning and development
5. Continually supplying relevant information to the to the Human Resource Management team and Executive.
6. Full compliance with SIG public service rules, orders, instructions, codes
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor in Management and Public Administration or HRM related field

Capabilities Required

- Able to demonstrate leadership capability and compliance to Public Service regulations and SIG.
- Problem solving decision making skills, Capacity Building working with others and Time Management

SECTION F - KEY SELECTION CRITERIA

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

KSC1. A minimum of 3 years' experience working in senior management in the Public Service or private sector

KSC2. Demonstrate skills at a very senior level of human resource management.

KSC3. Proven in leading a HR team

KSC4. Strong skills in developing colleagues across management and financial areas

KSC5. Proven experience in working as an effective member of an EMT

KSC6: Ability to work in a high Pressure environment with proven skills in withstanding political and other pressures.

KSC7. 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: \$2,155.64 - \$ 2,665.07 **Annual Salary:** \$ 56,046.65 - \$ 69,291.91

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:

.....
Permanent Secretary/Responsible Officer

.....
Date Approved

Additional Comments: