



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): 292-00006

MINISTRY VACANCY REF:

POSITION TITLE: Senior Admin Officer

POSITION LEVEL: Level 7/8

SALARY RANGE: \$ 1,904.05 - \$ 2,368.23

THIS POSITION REPORTS TO: PAO, CAO and Human Resource Manager.

THIS POSITION SUPERVISES: Assistant Admin Officer, Clerical 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 PAO, CAO and Human Resource Manager with overall works in Human Resources. The Position always liaise with Ministry and Agencies

SECTION C – KEY DUTIES

1. EXECUTIVE MANAGEMENT

- Advice to the management team on Operations matters.
- Give update information to the executive management on areas of concern with the operations

2. CORPORATE SERVICES

- Monitoring and manage the payroll and also manage the work attendance of non-establish staff.
- Make salary changes as and when necessary to ministry staff
- Raise new salary for new appointments
- Monitor agency pay points against officers
- Supervise the non-established workers
- Review non-established staff FTA
- Prepare operational reports, procurement requests, payroll summaries, and administrative documentation as required.
- Maintain an up-to-date procurement tracking register to follow up on the Units requests
- Manage logistical support for departmental activities, meetings, and special events.

3. HUMAN RESOURCE MANAGEMENT

- Support staff with payroll and manage all non-establish staff.
- Ensure payroll cost are accurate and equitable with the manpower establishment
- Update pay points and levels when increments and promotion are awarded
- Keep officers up to date with pay slips
- Reconcile salary postings with agency budget head
- Maintain a database for payroll
- Manage roster and work performance of non-establish staff
- Be responsible for compiling staff reports

4. WORKFORCE PLANNING

Participate in the workforce planning process

- Assist in drawing workforce budget especially for the non-establish staff
- Draw up weekly roster plans for non-establish staff
- Actively participate in the costing of the manpower budget

5. OHA & w

Assist with the development of the ministry of OHS & environment

- Identify and facilitate resources needed
- Report any areas of concern
- Ensure that non-established staff understand the importance of and need for OHS & W

6. CAPACITY BUILDING

Take responsible for building own skills and knowledge and work towards a career pathway

- Actively participate in recommended training
- Work to develop the skills of non-established workers
- counselling of non-establish workers

7. SECTOR STRENGTHENING & REFORM

Foresight for future direction

- Should be able to differentiate opportunities and weaknesses of the ministry
- Able to have discussion on improvement particularly on the payroll process and issues affecting non-establish staff.

SECTION D– KEY DELIVERABLES

1. Timely and accurate processing of payroll for all staff, ensuring compliance with financial policies and procedures.
2. Effective coordination with Procurement Unit for timely delivery of goods and services.
3. Monthly and quarterly reports on operational activities, resource usage, security incidents, and maintenance status submitted to Chief Administrative Officer.
4. Assist in monitoring and reporting operational expenditure against budget allocations.
5. Implementation and adherence to operational policies, health and safety standards, and internal controls.
6. Organize logistics for departmental meetings, training sessions, workshops, and other events.
7. Maintain and regularly update operational records, payroll documents, procurement files, and service contracts.

SECTION E– QUALIFICATIONS

QUALIFICATION

- Bachelor of Degree in Business Admin, Public Administration and Management or related

EXPERIENCE

- Minimum of five years' experience in working as part of a management team
- Experience in managing people; planning, setting goals and reporting
- Experience in using a Microsoft word and excel

- Proven experience in producing both financial and written reports
- Strong team work experience
- Experience in working with a data base

SKILLS

- Problem Solving – decision making
- Communication – oral and written
- Negotiation
- Capacity Building
- Time Management
- Customer Service
- Numeracy skills
- Report writing

SECTION F- KEY SELECTION CRITERIA

- KSC 1** Proven work experience in a commercial or government Administration environment
- KSC 2** Be able to demonstrate some experience in front line management
- KSC 3** Be able to show evidence of 'hands-on' HR and administration
- KSC 4** Experiences in working as part of a team; setting goals and achieving them
- KSC 5** Proven experience in producing financial reports
- KSC 6** Good research and problem-solving skills

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 1,904.05 - \$ 2,368.23 **Annual Salary:** \$ 49,505.29 - \$ 61,574.10

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 Approved

Additional Comments: