



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Commerce, Industry, Labour & Immigration

DIVISION/SECTION: Business & cooperative **DUTY STATION:** Honiara

POSITION N0 (HRMIS):

VACANCY REF:

POSITION TITLE: ABI Project Manager – ABI STODAS PROJECT

POSITION LEVEL: L11

SALARY RANGE: \$3, 125.00 per fortnight

THIS POSITION REPORTS TO: Minister, Permanent Secretary MCIL, PS MAL and Director and Registrar of Cooperative Division. MCILI

THIS POSITION SUPERVISES:

SECTION B - SCOPE OF DUTIES

The Business and Cooperative Division has been newly restructured with an overall mandated to provide people of Solomon Islands with high quality Business Development Services to manage and administer the SME Policy Programmes under the new proposed SME Enterprise Act. This position was created to manage a pilot project partnership between MCILI, MALand FAO for the development of Agri Business Centre in Solomon Islands while at the same time improving and creating a strong community link for effective and efficient delivery of socio - economic development and creating employment opportunities for agriculture sector in Solomon Islands.

The project coordinator position will be remunerated on contractual basis and in accordance with project duration time to time. All tax deductions on remuneration income will apply on payment of respective remunerations accordingly

SECTION C - KEY DUTIES UNDER THE ABI PROJECT IMPLEMENTATION

This position is required to undertake the following duties:

- To assist the Director and Deputy Director in overall responsibility, supervision, management and establishment of the ABI Centre Project and ensure office space, staff coordination and management of ABI Centre development programs and plans duly executed.
- Establish and operate the Agribusiness Incubation Centre.
- Provide technical and business literacy and skills capacity building support to (30) Agribusiness entrepreneurs (at least 10 in the first 12 months under this LoA in Solomon Islands).

- Set up and formalize an advisory committee (with members from MAL, MCILI and stakeholders to oversee/govern the successful implementation of activities and operation of the Centre and plan for future sustainability and potential expansion of the ABI Centre.
- Compile the final narrative report, and final financial statement report showing how the funds were spent. The final financial report will include all supporting documents.

SECTION D - KEY DELIVERABLES

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

- Set up ABI office space, procure basic office equipment, furniture and IT facilities and resources, and recruit a full time qualified CBI centre Manager/ specialist
- Develop 12 month work plan with support from FAO STODAS experts
- Identify, profile, and recording of existing agribusiness operators in Wester, Malaita and Guadalcanal for the agribusiness incubation services.
- Organise and facilitate the Agribusiness competition to select 3 best agribusinesses to represent the Solomon Islands in the Pacific SIDS Solution Forum in Nadi Fiji in November 2024.
- Provide business mentoring support and business skills training
- Provide incubation facilities and technology resources for the agribusinesses including those who applied and registered for the Agrii Innovate Competition
- Build strategic partnership with business service providers. Financial service providers, government credit facility providers, and other international donor agencies.
- Identify and determine specific expertise and optimal number of advisory committee members.
- Develop TOR outlining roles, responsibilities and expectations
- Recruit and select advisory committee members form MAL, MCILI and any other relevant Ministry or stakeholders
- Organise and facilitate advisory committee meetings
- Compile narrative report
- Complete Excel Financial Statement Report
- Prepare all supporting documents
- Submit to FAO

SECTION E – QUALIFICATIONS AND CAPABILITIES

Desirable Qualifications

- At least a Diploma, Degree or Post Graduate Diploma graduate in Accounting, Banking, Finance, Commerce, Economics and Agriculture from recognised institution with more than (10) years working experience in similar organizations.

Capabilities Required

- Vast experience in Training and Management skills
- Must be matured, honest and reliable candidate

SECTION F - KEY SELECTION CRITERIA

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

KSC1. (a) Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces:

KSC2. Negotiation skills

KSC3. Public Relations skills

KSC4. Problem solving – decision making

KSC5. 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: \$3,125.00 on Contract basis

Other Conditions of Service as stipulated in the agreement of service on appointment

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: