RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: OFFICE OF PRIME MINISTER & CABINET

DIVISION: HEADQUARTER ADMINISTRATION **DUTY STATION:** HONIARA

POSITION NUMBER (HRMIS): 293-00001 **MINISTRY VACANCY REF:**

POSITION TITLE: PERMANENT SECRETARY, MINISTRY OF HOME AFFAIRS

POSITION LEVEL: SS4.1 **SALARY RANGE:** $174,776.99 PER ANNUM

THIS POSITION REPORTS TO: THE HONOURABLE MINISTER AND THE SECRETARY TO CABINET

THIS POSITION SUPERVISES: MINISTRY OF HOME AFFAIRS

SECTION B - SCOPE OF DUTIES

Lead, manage and improve the Ministry of Home Affairs operations while contributing to the development and fulfilment of the vision for the Ministry, the Solomon Islands Public Service and the Solomon Islands Government.

SECTION C - KEY DUTIES

- Lead, manage and coordinate Ministry operations, including finances, staff, systems and processes, for the efficient and effective implementation of planned outputs;
- Be accountable for and provide timely advice on, the development and implementation of policies and programs on behalf of the Minister and Government of the day;
- Collaborate with other Permanent Secretaries and key stakeholders to develop and achieve whole of government objectives;
- As a member of senior leaders; forums, provide leadership in setting and implementing strategic change within the Solomon Islands Public Service;
- Ensure a focus on capacity development, using available resources and advice to improve in a sustainable manner the staff, systems and processes of the Ministry; and
- Promote and uphold the values and principles of the Solomon Islands Public Service Code of Conduct.

SECTION D - KEY DELIVERABLES

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

- Improved management and coordination of Ministry operations
- Timely advice is provided on development and implementation of policies and programs
- The whole of Government objectives is developed and achieved through effective collaboration with other Permanent Secretaries and key stakeholders
- Strategic changes are set in place and implemented within the Solomon Islands Public Service
- Enhanced staff capacity development and improved change management to systems and processes
- Values and principles of the Public Service Code of Conduct is upheld

SECTION E – QUALIFICATIONS AND CAPABILITIES

Academic Qualification: Candidate must possess relevant tertiary qualifications from any recognized institutions.

Experiences and Capabilities: Candidate must have extensive demonstrated experience in a field or fields relevant to the provision of high-level advice to Government, the management of a ministry, and the advancement of its policy objectives. He or she must at least 10 years work experience in a very senior management position in the public or private sector.

SECTION F - KEY SELECTION CRITERIA

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

KSC 1 Demonstrated ability to strategically manage and coordinate the operations of an organization for the effective delivery of agreed outputs;

KSC 2 Demonstrated high level leadership skills including the ability to inspire align and mobilize entire units or organizations to implement change;

KSC 3 Demonstrated high level communication and interpersonal skills including the ability to effectively communicate and negotiate with peers and other key internal and external stakeholders;

KSC 4 Knowledge and understanding of government operations and the work of the ministry including insight into current and possible future policies, practices and trends for the purposes of providing effective and practical strategic policy advice;

KSC 5 Knowledge of or the ability to obtain knowledge of all relevant legislation, policies and procedures relating to the Ministry, including the Constitution, subordinate legislation and government rules and regulations

KSC 6 Demonstrated commitment to public service and the core principles of the Solomon Islands Public Service Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary:	$6,722.19
Annual Salary:	$174,776.99
Annual Leave Entitlement:	28 days
Other Terms and Conditions of Service relevant to this position:	As per Contract

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: