



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

#### MINISTRY OF FISHERIES AND MARINE RESOURCES

**DIVISION/SECTION:** HQ -Administration

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** 290-00104

**MINISTRY VACANCY REF:** MFMR 18/2021

**POSITION TITLE:** Deputy Secretary/Corporate

**POSITION LEVEL:** SS2.1

**SALARY RANGE:** \$4,229.34-\$5,014.41 (FN)

**THIS POSITION REPORTS TO:** Permanent Secretary

**THIS POSITION SUPERVISES:** Human Resources Manager, Financial Controller, and Manager Support Service.

### SECTION B: SCOPE OF DUTIES

Provide the professional leadership and advisory support to enable the Ministry of Fisheries and Marine Resources to achieve its corporate goals and deliver outcomes in line with MFMR Corporate Plan, Solomon Islands National Development Strategy and SIGov targets. Through the Permanent Secretary alert SIGov to trends, risks and issues that will impact on corporate goals and targets.

To be responsible for the delivery of quality, effective support services for the MFMR setting high standards of accountability, timeliness, transparency and leadership, while managing the Corporate Services Division. An effective Corporate Services Division is to provide the platform for the Ministry to deliver against the responsibilities outlined in the Fisheries Management Act, 2015, Regulations, SIGov Policies and Procedures and in accordance with endorsed Conventions, MOU's, Protocols and Treaties.

### SECTION C: KEY DUTIES

#### MANAGEMENT AND ADMINISTRATION.

To be responsible for managing and leading the Corporate Services Division for MFMR ensuring that all corporate governance requirements are delivered on time and in accordance with the Fisheries Act, Regulations, Conventions and SIGov't Policies and Processes.

- Participate in Executive Management meetings and the development of strategies to guide the MFMR into an effective regulatory, compliance and enabling organisation
- Lead the facilitation of the Corporate Planning Process including the support for Divisional Planning
- Provision of advisory services
- Lead budget processes linking all resources into the budget framework
- Lead annual organisational reviews: testing functional responsibilities against the capacity of the organisation to deliver
- Deliver timely Annual Reports
- Monitor and evaluate progress against *Performance Indicators*
- Provide support the development of the MFMR Business Plan, HR Plan and Resource Management Plan

- Facilitate quality management of MFMR financial management & controls, budgeting and ‘financial administration’
- Project Support: costings and budget development, reporting frameworks, reconciliations and acquittals
- Manage the implementation of the MFRM PMP processes
- Manage the MFMR Professional Services portfolio: developing TORs, contracts, performance, compliance and reporting
- Resource Allocation and Management
- Asset Register
- Audit Management

## **1. COMPLIANCE**

Ensure that the MFMR is compliant with all SIGov requirements and that any changes to processes or systems are fully understood and integrated into MRMR processes and procedures

- Meet all reporting obligations of MFMR
- Ensure the MFMR complies with SIGov Requirements
- Engage managers in dialogue about their strategies to ensure Divisions are compliant
- Audit the application of SIGov systems and processes within MFMR
- Identify ‘gaps’ and work with Central Agencies to clarify and improve
- Provide feedback to Central Agencies
- Build in mechanisms to test compliance in planning activities

## **2. CAPACITY BUILDING**

Be responsible for the development and implementation of evidenced based skills enhancement, training a development programs for the MFMR team. Special focus should be given to matching organisational skill requirements with personal skills.

- Facilitate the development of the MFMR Annual Capacity Building Plan
- Ensure that the Corporate Services Division’s training plans reflect the needs of the Division and include other staff as appropriate
- Link training outcomes to MFMR HR Data Base
- Facilitate the MFMR Learning and Development Committee
- Identify and participate in relevant training
- Include training reports in quarterly feedback to Central Agencies
- Network with training providers and donors

## **3. TECHNICAL FUNCTIONS**

Implement appropriate strategies to ensure that high quality corporate services are available to serve the whole ministry to meet the legislated and agreed expectations.

- Financial management and controls, Budgets, Financial Administration and Managing Resources
- Human resource management; human resource development; HR planning and O H S & W
- Organisational development; change management and reform
- Industrial Relations
- Administration, registry, logistics,
- Marketing, media and public relations
- IT, Web management,
- Knowledge management

## **SECTION D: KEY DELIVARABLES**

- Effective implementation of MFMR delegations
- MFMR Corporate Planning processes (including Divisional support) ensuring attention to 'cross cutting issues'
- M & E and reporting on work plans
- Project Management: support for proposal budgets and acquittals
- Performance Management and Quality Control
- Master File Index
- IT Systems managed and sustained
- Integrity of MFMR Data Bases
- MFMR Intranet and Common Drive
- Implementation and review of policies & procedures
- PR & Media Profiles

## **SECTION E: QUALIFICATION AND CAPABILITIES**

### **Mandatory Qualifications;**

- Master of Business Administrations,

### **Desirable Qualifications;**

- Bachelor of Financial Management: BCOM (Finance and Human Resources) or Public Administration/Finance/ Human Resource Management

Work experience: 5 years and above.

## **SECTION F: KEY SELECTION CRITERIA**

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

- KSC1. The officer must be able to demonstrate effective management of a diverse team to lead the implementation of task delegations, Corporate Planning processes, ensuring attention to 'cross cutting issues', M & E and reporting on work plans Project Management: support for proposal budgets and acquittals, Performance Management and Quality Control, effective support and coordination of resources, strong Management and Administration and accountability practices.
- KSC2. Have an oversight knowledge of the governance practices to support compliance and enforcement of the Fisheries Management Act 2015. Support the implementation of policy in conjunction with 'HODs'. Track Legislation and facilitate review processes, Policy review, development, training and oversight implementation Industrial Relations.
- KSC3. Demonstrate high interest in building capacity of the Corporate Services Division, across MFMR and key stakeholders ensuring that people are equipped with the necessary skills and competencies to actively participate and understand the full range of corporate services activities.

- KSC4. Should have and oversight knowledge of Financial Management and Budgeting. Project Management, budgeting, acquittals and Reporting. Resource Management, Contract Management Audit Management.
- KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance
- KSC 6. Be able to facilitate the implementation of a Communication Strategy, Marketing Strategy, Sign off on press releases, Manage 'Issue Specific' communications, PR & Media, Master File Index, IT Systems managed and sustained, Integrity of MFMR Data Bases, MFMR Intranet and Common Drive, Resource allocation

**TERMS AND CONDITIONS**

Fortnightly Salary Range: (\$4,229.34-\$5,014.41) Annual Salary Range: (\$109,962.92 - \$130,374.76)

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- A: a forth nightly housing allowance of 10% of \$422.93 or monthly Rental eligibility of \$4,300.00.
- B: An annual Travelling allowance of \$2,500.00.

**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:*



**1st October 2021**

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**Permanent Secretary/Responsible Officer**

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**Date Approved**

*Additional Comments:*