



**MINISTRY OF WOMEN, YOUTH & CHILDREN AFFAIRS  
Solomon Islands Government**

Chief Administration officer

Title: Chief Administration officer

Section/Area: Headquarters

Division: Administration

Grade/Level: 10/11

Last Review: not known

Reporting to: Under Secretary

Director Reporting: Permanent Secretary

**PURPOSE AND NATURE OF THE POSITION:**

- To manage and be responsible for an efficient and effective organisation and control of the Ministry's personnel matters, training and office services.

**PRINCIPAL LIAISONS**

- Internal: Reports to the Under Secretary, MWY&CA
- External: Maintains close liaison with Ministry of Public Service for updates of changes on staff and office matters.

## KEY SELECTION CRITERIA

### 1. Qualifications

- Essential: Diploma or Degree in Management and or 5 years experience in similar field  
Typing and/or keyboard skills  
Personal Computer (PC) skills in the use of MS Office including Word, and Excel
- Desirable: Management in Public Administration and human resource management

### 2. Knowledge and/or experience

- Performed administrative work in offices or other government departments. Be well versed with the General Order, Stores and Financial instructions.
- Personal computing – experience in using a personal computer including word processing and spreadsheets in excel is an advantage.
- Maintained records of file documents.
- Be able to compile biannual or annual reports as and when required.

### 3. Personal competencies

- **Written communication** - Have a good command of English grammar and spelling.
- **Oral communication** – Is able to communicate information in a clear, concise, logical and confident manner.
- **Interpersonal communication** – Had an ability to establish good relationships with divisional heads / supervisors, staff, subordinates and management by correctly interpreting both verbal and non-verbal cues. Understands cultural diversity and exhibits tolerance for personal differences.
- **Motivation** – is motivated to perform work and complete assigned tasks to meet performance expectations whilst maintaining high level of accuracy.

- **Teamwork** - Actively participate in team work processes; give input to the team's work. Adapt to new team situations, especially with New Government policies of the ruling Government. Deal with requests/ demands from other ministry departments and functions.
- **Ethical behaviour** - Understands the ethical, private and confidential nature of personal information and acts in an ethical manner.

<b>Responsibilities</b>	<b>Key performance actions</b>
Staff Establishments/Budgeting	Prepare in collaboration with the divisional heads, US/PS on any changes to the staff establishment to reflect the development needs of the approved development programmes and plans of action before final submission to Ministry of Public Service and MoFinance.
Divisional Operational plans Submissions	Ensure all divisional yearly operational plans and budgets are submitted in accordance with the Ministry's time table.
Annual leaves and roster	Facilitate leaves and travel expense applications as per the approved annual leave roster and the GO & FI to Ps for approvals
Disciplinary	Ensure matters for disciplinary are brought to the attention of the PS and that procedures are applicable in all level of staff as per the PSC Regulations and General Orders.
Staff Training	Design and implement Staff development plans for long term in service and pre-service training programmes for both local and overseas to reflect staff upgrading, expansion and localisation purposes in close liaison with head of divisions and US School institutions/Funding Agencies – liaise with local and overseas institutions for possible placements and funding in collaboration with the US for staff according to SDP
Recruitment	Responsible for all recruitments in close collaboration with divisional heads and the US and the Ministry of Public Service.
Promotions/ Confirmations	Responsible for coordination facilitation of all promotions and confirmations, acting's and increments due for all staff in close collaboration with divisional heads by issuing appropriate

	forms for endorsement by Ps forward submission to MPS and PSC.
Postings	Responsible for internal staff postings in liaison with the Under Secretary or as advised
Logistic Support	Ensure the office and all divisions have logistic support in implementing operational plans and achieving their goals.
Conducive working Environment	Ensure the working environment is conducive to team developing and capacity building and not forgetting personal hygiene.
Scholarship Interview	Coordinate the Ministry's participation in scholarship interview for selection of pre-service or In service training participants inclose collaboration with US and as per the Ministry's SDP as and when required.
Vehicles	Control and ensure the Ministry's vehicle/s usage is economical as and per Financial Instructions
Other Delegated duties	To take up any other duties deemed appropriate delegated by responsible officers but within the scope of duties assigned to the post.