



**Ministry of Women, Youth, Children and  
Family Affairs**  
**PS FORM 6-JOB DESCRIPTION**

THE DEPARTMENT OF Women, Youth, Children and Family Affairs  
MINISTRY/OFFICE: MWYCFA

- 1. **Post Title:** Undersecretary/Technical & Corporate Services
- 2. **Grade:**

Level – SS2
-------------
- 3. **Responsible to:**

Permanent Secretary
---------------------

**Strategic Policy Statement:**

The responsibilities of the Ministry cover many aspects of human development. Human development is that which improves people’s lives and their livelihoods, and places human beings at the centre of all development efforts. It includes the process of enlarging the range of people’s choices, of increasing their opportunities to education, health care, income and employment. It covers justice, equity and equality of human choices, from a sound physical environment to economic and political freedoms. It values the accumulation of both material wealth and social capital and promotes development that addresses the root causes of poverty and human deprivation.

**MWYCFA Mission:**

The Mission of the MWYCFA is to operate in partnership with the people of the Solomon Islands and with stakeholders to coordinate policies to uphold the rights of women, youth, children and families to advance the wellbeing of the nation.

**Role of Under-Secretary:**

The Under-Secretary is the deputy to the Permanent Secretary and closely administers the daily operational activities of the Ministry and supervises the Ministry in the absence of the Permanent Secretary. S/he chairs the National Youth Committee and other Steering Committees established under the various Government ministries in absence of the Permanent Secretary.

**RESPONSIBLE FOR: (a) Directly**

- Headquarter Admin./Accounts Supporting Services
- All Heads of Divisions
- Research, Policy, Planning & Information Division

- (b) **Indirectly**
- Special Duty Unit

**4. Scope of Duties**

- In close consultation with the Permanent Secretary, implement policies and legislation affecting the Ministry in coordination with respective Heads of Divisions (HODs);
- On the instructions of the Permanent Secretary, coordinate with the HOD's to formulate and to implement work programs in line with the policy directives affecting the Ministry, and
- In consultation with the Permanent Secretary and HOD's ensure that any changes within or from outside affecting the Ministry, are implemented according to the approved work programmes which is to be cost effective and achieving targeted objectives and ensuring that agreed standards are maintained.
- Responsible to the Permanent Secretary for the delivery of budgeted outputs linked to the priority policies of the Government and the outcomes stipulated in the DCC Government policies and National Strategic Development Plan.

- LIASON WITH:** (a) Internal - Permanent Secretary  
 - Divisional Heads and all staff
- (b) External - Public Service Department  
 - Permanent Secretaries/US's  
 of other Ministries/Depts. Provincial Governments  
 - SIPEU/NGO's/Donor Partners

**5. Duties:**

1. Coordinate and monitor the implementation of the Ministry's Corporate Plan in close consultation with Heads of Divisions;
2. In consultation with the Permanent Secretary, advise on policy directives of the Government of the day;
3. Develop and Coordinate Yearly Work programme for the Administration Division in close consultation with the Permanent Secretary and Human Resources Manager in the Administration/Supporting Services and other Divisional/Sectional Supervisors.
4. Coordinate with the Heads of Division of the Ministry on:
  - [i] Annual Development Estimates Budget;

- [ii] Annual Recurrent Expenditures Budget, and;
- [iii] Annual Manpower Establishment on the human resources needs for the short-term and long-term basis;
- 5. On direction from the Permanent Secretary and in liaison with Divisional Heads, draft Cabinet Papers as and when required;
- 6. Assist line divisions with technical matters and decisions;
- 7. At times and as directed by the Permanent Secretary, act on his/her behalf whenever he/she is unavailable at his/her duty, and;

### **Development Plan**

- 8. Oversee and monitor the implementation of the approved Annual Work Plan with the Heads of Divisions and the Corporate Supporting services.
- 9. Develop and monitor the information, communication and research programmes of the Ministry.
- 10. Continually seek to improve work performances within the Administration/Accounts and all Divisions in liaison with their training officers of service of officers on training requirements.
- 11. Continually coordinate with the Divisional Heads on the Administrative support in accomplishing the Division's programme of action.

### **Control and Operations**

- 12. Establish close working relationships in ensuring that work related problems are minimized and initiative new system or approaches where applicable.
- 13. Development and effective reporting system on the work performances of all staff of the Ministry and direct a continuous programme of monitoring work output and quality.
- 14. Report annually on the work output performances of staff directly under the Admin. and Accounts Supporting Services and all other Divisional Head's supervision.
- 15. To assist the Permanent Secretary in necessary Reforms of Policies, Legislations and effect changes/amendments as maybe required.
- 16. To attend to any matters as directed by the Permanent Secretary as from time to time.

### **7. Principal Accountabilities**

The common principal accountabilities of the Permanent Secretary are also being delegated to the Under-Secretary for reporting purposes as follows:

<b>Key result Areas</b>	<b>Key Performance Indicators</b>
1. Leadership, Policy Evaluation & Advice	<ul style="list-style-type: none"> <li>• Improve the Ministry's influence and corporate leadership through the development and provision of well-reasoned, thoroughly researched and sound policy advice on matters to the Permanent Secretary and the Minister, which meets the Government's policy objectives and broad outcomes in a timely, accurate and objective manner.</li> <li>• To drive strategic framework which focus on longer term visions and goals of the Ministry and which form the basis for annual corporate and operational plans.</li> </ul>
2. Financial Management & Systems Control	<ul style="list-style-type: none"> <li>• Monitor the expenditure and ensure the compliance with the annual budgetary allocation and approved staff establishment and immediately initiate corrective action as necessary.</li> <li>• Zero tolerance of corruption practices such as false procurement, embezzlement, misappropriation of public funds.</li> </ul>
3. Human resources Planning & Management	<ul style="list-style-type: none"> <li>• Provide guidance and assistance to subordinate members to ensure the provision of effective training and development and team-building throughout the Ministry towards the achievement of position objectives.</li> <li>• To be at all times a role model for the public service values, ethics and code of conduct.</li> <li>• Capacity development.</li> </ul>
4. Statutory Compliance	<ul style="list-style-type: none"> <li>• Ensure all Ministry operations/activities comply and adhere to Government financial and human resources policy controls and requirements, rules, regulations and statutes, taking corrective</li> </ul>

	action where necessary.
5. Public Relations/Stakeholders Engagement	<ul style="list-style-type: none"> <li>• Consult and confer with the Permanent Secretary and Divisional Heads for the purpose of advising on the policy matters and planning issues.</li> <li>• Confer with counterparts and their respective staff in other ministries on all policy matters which require their input and assistance.</li> </ul>
6. Structures & Systems Development Control	<ul style="list-style-type: none"> <li>• Ensure the continual and effective development and installation of management information and financial systems (both manual and electronic), procedures and policies which meets all internal and external needs, acts, regulations and which ensure efficiency and opportunities are optimized.</li> <li>• Actively seeking, innovating and identifying opportunities to use technology solution and IT in the delivery of more efficient and cost effective processes.</li> </ul>

8. **Selection Criteria – Qualifications and Experience**

(a) **Qualifications:**

A Bachelor of Arts Degree, Diploma or Certificate in Public Administration and Management obtained from various recognized institutions such as University or SICHE and have some knowledge of operation of computer which is essential.

(b) Applicants should be able to demonstrate:

1. Have at least five (5) years of working experience in Management and Supervisory skills.
2. Have Public relation skills and analytical skills
3. Able to work under minimum supervision.
4. Experience using Computers particularly Microsoft Word, Microsoft Excel, Microsoft Outlook software.

8. **Terms and Conditions**

a)	Salary – Level: SS2.1	\$3118.76 – \$3,929.16	per fortnight
b)	Salary – Level: SS2.1	\$81,087.78 – \$102,158.05	per annum
c)	Annual Leave	42	days per annum
d)	Other conditions of service as stipulated in the Agreement of Service on appointment.		

**JOB DESCRIPTION APPROVED/ NOT APPROVED**

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Permanent Secretary:** \_\_\_\_\_

**Date:** \_\_\_\_\_