



MSG Secretariat
Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

APPLICANT INFORMATION PACKAGE

PROGRAM MANAGER – TRADE, INVESTMENT & ECONOMIC DEVELOPMENT (PMTIED)

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I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT

The Melanesian Spearhead Group (MSG) was formally established in 1988 and consists of five members; the Republic of the Fiji Islands; the Independent State of Papua New Guinea; Solomon Islands; the Republic of Vanuatu; and Front de Liberation Nationale Kanak et Socialiste (hereinafter referred to as “FLNKS”) of New Caledonia. The Associate Member is the Republic of Indonesia and Observers, the Democratic Republic of Timor-Leste (DRTL), and the United Liberation Movement for West Papua (ULMWP).

The MSG member countries comprise the vast majority of the population of the Pacific Island region and their economies, fuelled by resources, tourism, and agriculture, are the most vibrant within the wider Pacific. The purpose of the MSG is to promote and strengthen: inter – membership trade; exchange of Melanesian cultures, traditions, and values; sovereign equality; economic and technical cooperation between states; and the alignment of policies in-order to further MSG Members’ shared goals of economic growth, sustainable development, good governance, and security.

The MSG Secretariat is the administrative arm and was established in 2008. The Secretariat is based in Port Vila in Vanuatu with an approved staff ceiling of 37. The Secretariat’s key role is to; Provide sound policy and technical advice; Facilitate the implementation of members’ decisions; Advocate members’ collective interests in regional and international fora; and efficient management of resources to serve our members.

The MSG Secretariat’s strategic priorities and Work Program are delivered through three Divisions;

- ✓ Executive Division - Support the overall leadership and oversight of the MSG Secretariat to ensure the efficient delivery of services.
- ✓ Programs Division – delivery arm of the Secretariat in the implementation of Leader’s mandates in the areas of Trade, Investment, Socio-Economic Development, Governance, Political, Security, Environment, Climate Change, Natural Resource Management, and Sustainable Development.
- ✓ Corporate Services Divisions – provides corporate support to the delivery of the Secretariat’s strategic priorities and includes Human Resource Management, Finance and Administration, Information Technology, and Communications.

II. POSITION DESCRIPTION

1. KEY POSITION DATA

Job Title:	Program Manager – Trade, Investment & Economic Development
Work Unit:	Trade, Investment & Economic Development
Responsible to:	Director General
Duration:	3 years
Job Purpose:	The Program Manager – Trade, Investment & Economic Development is a management and strategic leadership role responsible for managing the Trade, Investment & Economic Development Division and providing strategic, policy guidance and advice to the executives and Members on the implementation and facilitation of trade, investment, and economic issues affecting the MSG Member Countries.

2. OVERALL CONTEXT

The Program Manager (Trade, Investment & Economic Development) has the responsibility for managing the Secretariat's Trade, Investment & Economic Development policy advisory functions.

The Program Manager will provide advice to the executive management on the facilitation and achievement of the Member's vision for a broader trade, investment, and economic integration within the MSG.

3. KEY RESULT AREAS

The position of the Program Manager – Trade, Investment & Economic Development encompasses the following major functions:

1. Provide strategic and policy advice;
2. Implement and facilitate Leader's decision;
3. Research.

The requirements in the above Key Result Areas are broadly identified below:

The Program Manager (Trade, Investment & Economic Development) shall be responsible to the Director General on the following key areas of accountabilities:

1. Provide Strategic and Policy Advice

- i. Provides policy advice and technical assistance to MSG Members on trade issues including trade negotiations relating to the implementation, strengthening, and deepening of the MSG Trade Agreement and in particular to progress the MSG Labour Mobility Scheme named the MSG Skills Movement Scheme (SMS) and other issues;
- ii. Provides technical advice and assistance to MSG Members on other regional trade multilateral trade issues and negotiations including the PACER Plus, EPA, WTO and future regional FTA's, if required;

- iii. Capacity building support and implementation of MSG Trade Agreement, other regional and multilateral trade agreements;
- iv. Assisting and provide guidance on trade facilitation (customs, quarantine, technical standards) and trade promotion strategies;
- v. Assist in the formulation of policy advice and strategies for promoting and strengthening the participation of indigenous communities, women and youths, and other groupings with special needs in businesses, including the empowerment of informal operators for their entry into the formal sector;
- vi. Review the outcomes of past MSG trade, investment, cooperatives, small business policy meetings, and consultations with non-state actors, and thus evaluate and address their implementation;
- vii. Coordination and development of results-oriented work programmes and activities on trade, investment, and economic issues in support of the above-mentioned tasks;
- viii. Planning and coordination of trade and investment meetings and workshops;
- ix. Preparation of project proposals and management of projects including donor-funded projects relating to trade and investment activities; and
- x. Assist in coordinating and consolidating the Division's annual work programme and budgets with inputs from team members in accordance with the MSG Secretariat and donor country requirements, deliver agreed work programme results/activities, monitor and report regularly according to timelines as part of an interdisciplinary and multicultural team.

4. PERSON SPECIFICATION

Qualifications

Desirable	Desirable
-	A post-graduate qualification in trade, economics, and finance

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

The required knowledge, skills, and work experience for the position are:

1. A post-graduate qualification in trade, economics, and finance
2. At least 10 years of relevant work experience in trade policy development, economic policy management, and planning in MSG countries or in a similar environment;
3. In-depth knowledge of the international and regional trade and economic development issues and challenges affecting the MSG member countries.
4. Extensive knowledge and experience with policy, institutional, financial, and regulatory framework of development and economic integration of sectors in the MSG member countries;
5. Good understanding and working knowledge of government processes and facilities, including policies, strategies, assistance, and incentives to stimulate and facilitate trade and investment in both domestic and export markets;
6. Proven experience in senior, managerial, or executive-level advisory roles, management, or senior leadership positions within the public sector, regional or international organizations;

7. Exceptional analytical and problem-solving skills with the ability to make sound decisions based on thorough analysis and evaluation;
8. Experience in project formulation and management in similar organizations in the region or elsewhere with development partner (eg. EU) processes and procedures knowledge/ experience;
9. Strong interpersonal and communication skills, including the ability to influence and collaborate effectively with stakeholders at all levels;
10. Ability to provide high-level policy advice on trade reforms, economic reforms, fiscal and financial management issues;
11. Flexibility and adaptability to thrive in a fast-paced and dynamic work environment;
12. Ability to manage multiple priorities and projects simultaneously while meeting deadlines;
13. Ability to travel regionally between member countries and to attend meetings and consultations as and when required.

Additional selection criteria are:

- Capacity to provide high-quality service to the organization;
- Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions;
- A strong aptitude for setting priorities and follow-up on implementation;
- Strong interpersonal skills and sensitivity to the diverse needs of those in a multi-cultural environment;
- Excellent organisational skills and the ability to meet deadlines;
- Positive leadership skills committed to a consultative and open work environment;
- Ability to network with similar organisations to ensure avoidance of duplication on project and also better implementation of work programme;
- Ability to maintain a cordial working relationship with the governments of the MSG member countries and their respective private sector institutions;
- Willing to travel within the region and internationally in economy class, as required; and
- Be a national of an MSG Country.

III. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Port Vila, Vanuatu
Duration:	Appointment is for a term of three years and you will entitled to serve for two (2) terms on non-competitive basis subject to satisfactory performance.
Grade:	Appointment will be at the Salary Band P3 of the authorized salary for the advertised positions.
Salary:	Base Salary is from VUV 7,592,230 annum Offers of appointment for initial contracts will be made in the lower part of this range with due consideration been given to experience and qualifications. The Director General may appoint at a higher level if circumstances justify.
Term:	Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the Director General.
Housing:	Housing assistance is normally provided by MSG Secretariat equivalent to 75% of the actual rental value of the property rented in Port Vila.
Education Allowance:	Education allowance of up to 75% of actual school fees paid to assist with the education costs of your dependent children. Education allowance is limited to three (3) dependent children and capped at the Port Vila International School levels
Superannuation:	Entitled to an employer superannuation payment with the VNPF, equivalent to 4% of your salary. As employee, you are also required to pay 4% contribution from your salary. This will be deducted directly from your salary and paid to VNPF.
Insurance:	Covered by the Secretariat's 24-hour life and personal accident insurance schemes and you and your registered dependents will be covered by the Secretariat's 24-hour medical scheme
Annual Leave:	25 working days per annum
Sick Leave:	30 working days per annum
Public Holidays:	In accordance with Vanuatu public holidays

IV. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

- Full information on education and career background; AND
- A detailed Curriculum Vitae to include names, addresses (postal & e-mail), fax, and telephone numbers of three employment referees.

Submitting applications:

- a) **By email:** Subject matter to be clearly marked "**Program Manager – Trade, Investment & Economic Development**" and sent to recruitment@msg.int OR
- b) **By post or fax:** Application to be addressed and sent to:
The Director General
Melanesian Spearhead Group Secretariat
PMB 9105
Port Vila
Vanuatu

Deadline for applications: Friday 31st May, 2024.

Late applications will not be considered

MSG Secretariat is an equal opportunity employer and "Women" are strongly encouraged to apply