



MSG Secretariat
Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

APPLICANT INFORMATION PACKAGE

SENIOR EXECUTIVE ADVISER (SEA)

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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:	Senior Executive Adviser
Work Unit:	Executive Division
Responsible to:	Director General
Duration:	3 years
Job Purpose:	The Senior Executive Adviser is a strategic leadership role responsible for providing policy guidance and advice to the executives and senior management team within the organization.

2. OVERALL CONTEXT

The Senior Executive Adviser is a strategic leadership role responsible for providing expert guidance and counsel to the executives and senior management team within the organization.

This position requires strong interpersonal skills, and the ability to navigate complex organizational challenges.

The Senior Executive Adviser will collaborate closely with the executive team to drive the organizational goals and initiatives, offer insights on the different work areas, and contribute to decision-making processes that enhance the organization's competitive position and operational effectiveness.

3. KEY RESULT AREAS

The position of Senior Executive Adviser encompasses the following major functions:

1. Provide strategic and policy advice;
2. Research;
3. Communications;
4. Liaison with staff, Members and External Stakeholders;

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

1. Provide Strategic and Policy Advice

- i. Provide strategic and policy advice to executives to assist in the implementation of the organization's visions, goals, objectives, and the Prosperity for all Plans;
- ii. Implement, monitor, and report on strategic, operational, and project plans to inform decision-making and support the achievement of the organisational objectives (within the M&E framework);
- iii. Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters;
- iv. Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes.

- v. Establish and maintain strong relationships with Members, key stakeholders and partners to ensure alignment with the organizational objectives and enhance collaboration;
- vi. Collaborate with executives to develop and execute change management strategies, ensuring successful implementation of the organizational changes and initiatives;

2. Research

- i. Conduct research and analysis to identify emerging opportunities for the organization;
- ii. Conduct technical and policy research and analysis for advice to Members;
- iii. Lead, plan, and prepare all documentation through research and analysis and writing of meeting issues papers, briefs, statements, and outcome documents for the Governing Body Meetings;
- iv. Liaise with the DDG and Programme Managers and provide the DG with briefs and background information and/or supporting documents in preparation for scheduled appointments, meetings, and speaking engagements;
- v. Coordinates with DDG and other Programmes as necessary for speeches and communication for DG's engagements;
- vi. Handles confidential and sensitive information with poise, tact, and diplomacy.

3. Liaison with Staff, Members and External Stakeholders

- i. Serve as a liaison with other Programmes;
- ii. Build and maintain strong working relationships with the MSG members and all key stakeholders and partners;

4. Communications

- i. Focal point for dissemination of official communication from the Secretariat and DG's office to Members, stakeholders, partners, and donors;
- ii. Provide direct and honest feedback to Members, external stakeholders and partners on important and sensitive issues;
- iii. Coordinate & Oversee public awareness, media including all electronic dissemination (web and social media).

5. Other Duties

- Other duties as directed by the Director General.

4. PERSON SPECIFICATION

Qualifications

Essential	Desirable
Graduate degree in Economics, Development Studies, International Relations/ Law, Public Sector Management, Politics, Communications or related combinations	Master's degree in identified fields under "Essential".

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

1. Bachelor's degree in a relevant field, ideally in economics, development studies, international relations/ law, public sector management, politics, communications, and or related field (Master's degree preferred);
2. In-depth knowledge of MSG work areas, MSG national issues, and international issues;
3. In-depth knowledge of CROP and international organizations and frameworks;
4. Proven experience in executive-level advisory roles, management, or senior leadership positions within the public sector, regional or international organizations;
5. Exceptional analytical and problem-solving skills with the ability to make sound decisions based on thorough analysis and evaluation;
6. Strong interpersonal and communication skills, including the ability to influence and collaborate effectively with stakeholders at all levels;
7. High level of integrity, ethical conduct, and ability to handle confidential and sensitive information;
8. Flexibility and adaptability to thrive in a fast-paced and dynamic work environment;
9. Ability to manage multiple priorities and projects simultaneously while meeting deadlines;
10. Ability to travel regionally between member countries and to attend meetings and consultations as and when required.

Additional selection criteria are:

- Proficiency with Microsoft Office software
- Project Management Skills
- Excellent command of English (usage of French is an added advantage);
- High-level verbal and written communications skills.
- Strong inter-personal skills/ Manage and develop staff
- Highly resourceful team-player, with the ability to also be extremely effective independently and taking the initiative
- Proven ability to maintain confidentiality as required and appropriate.
- Excellent organisational skills and the ability to meet deadlines
- Display Resilience and Integrity, Ability to Influence and Negotiate, Problem Solver
- Be a national of a 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 a 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 "**Senior Executive Adviser**" 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