



MSG Secretariat
Secretariat du GFLM
Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

APPLICANT INFORMATION PACKAGE

POLITICAL OFFICER (PO)

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I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT

The Melanesian Spearhead Group (MSG) was formally established in 1988 and consists five members; 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 22 staff. 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, 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:	Political Officer (PO)
Division:	Political & Security Affairs Division
Responsible to:	Program Manager – Political & Security Affairs
Duration:	3 years
Job Purpose:	The primary role of the Political Officer is to provide appropriate policy advice on political issues affecting members. The officer will also play a key role in providing and conducting research and providing briefs and appropriate documents to the Secretariat and other divisions within the organization, as and when required.

2. OVERALL CONTEXT

The Political & Security Affairs Division (PSAD) has the overall responsibility for the development, implementation, and management of the Political & Security Affairs Work Programme of the Secretariat.

The Political & Security Affairs Division will be responsible for the political, international relations and security matters of interest to the MSG membership. The nature of international organisations are such that a range of cross-cutting issues have varying legal and political implications facing their membership and it will be the prime responsibility of the Division to provide legal and policy advice on these range of issues. The PSAD will also ensure that compliance matters on international conventions are followed through for members and the Secretariat.

The primary role of the Political Officer is to provide appropriate policy advice on political issues affecting members. The officer will also play a key role in providing and conducting research and providing briefs and appropriate documents to the Secretariat and other divisions within the organization, as and when required.

The work of the Political Officer may also require frequent interaction with member states and regional and international organisations, provide high quality political overview and analysis where necessary and in line with the objectives of the MSG. The officer would also be expected to coordinate and manage high level meetings among member states.

3. KEY RESULT AREAS

The Political Officer is responsible to the Program Manager – Political & Security Affairs for:

1. Provide political policy advice to MSG countries and prepare appropriate responses where necessary to events occurring in the regional and international arena;

2. Monitor political issues in member states as well as in the region and provide political updates as and when required;
3. Research and develop legal framework arrangements for further political, economic and social integration among members as approved by MSG Leaders;
4. Review and monitor political and related developments in member states and prepare analyses on sensitive political matters of concern in each member states or regional issues and make recommendations on action to be taken.
5. Contribute, as appropriate in the preparation of background meeting materials including budget papers, meeting/workshop agendas and reports;
6. Prepare draft outcomes of meetings, draft statements/speeches, diplomatic notes and other briefs as required by superiors;
7. Maintaining a workable network with members and other regional and international organisations engaged in issues covering political and international relations;
8. Attend and participate in regional/international meetings on political, conflict prevention, management and resolution issues;
9. Coordination and organization of divisional meetings on political issues and draft agendas and outcomes of such meetings;
10. Assist in the preparation of the Divisions' work program and budget;
11. Assist in the preparation of the Division's annual report;
12. Attend to other tasks allocated by the Program Manager – Political & Security Affairs Division and the Director General from time to time.

4. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

1. Excellent up-to-date knowledge on MSG political and legal issues, and on wide-ranging issues pertinent to the political agenda for the MSG region;
2. Some experience in managing a large number of policy and development projects in similar organizations in the region or elsewhere;
3. Be capable and committed to advocating and promoting MSG issues with member countries and at the regional and international levels.
4. Demonstrated ability to provide high-quality advice at the highest levels.
5. Be proactive, solution-driven, and result-oriented.
6. Proven experience in leading and managing multidisciplinary teams and experience in management decision-making in a systematic, rational, and consistent way.
7. Post Graduate qualifications in political science, law, international relations, strategic and security studies or similar fields;
8. Computer literate with strong capabilities in word and data processing, analysis and conducting research via the internet; and

9. Officer will be required to travel (economy class) within the region and outside when requested.

5. PERSON SPECIFICATION

(a) Nationality Requirement

Must be a national of an MSG Member Country.

(b) Qualifications

Essential	Desirable
Relevant experience and qualifications in political science, law, international relations, strategic and security studies or similar fields;	Postgraduate qualifications in political science, law, international relations, strategic and security studies or similar fields;

(c) Additional selection criteria are:

- Ability to prioritise work for the Political & Security Affairs Division;
- Capacity to provide high quality service to the organization;
- Strong skills in policy development and analyses in areas of political, science, law, security and international relations;
- A strong aptitude for setting priorities and follow-up on implementation;
- Excellent command of the English language (usage of the French language is an added advantage);
- 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 MSG governments and their respective legal and law enforcement institutions; and
- Ability to work in a cross-cultural environment.

III. REMUNERATION PACKAGE

6. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Port Vila, Vanuatu
Duration:	The appointment is for a term of three years and will be entitled to serve a second term on a non-competitive basis subject to satisfactory performance.
Grade:	Appointment will be at the Salary Band P5.1 of the authorized salary for internationally advertised positions.
Salary:	<p>Base Salary is from VUV 4,740,029 per annum</p> <p>Appointment will be at the Salary Band P.5 of the Officer's approved Salary Scale for internationally advertised positions.</p> <p>Offers of appointment for initial contracts will be made at the lower end of this range with due consideration given to experience and qualifications.</p>
Term:	The appointment is subject to a satisfactory medical examination, as well as a 6-month 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.
Superannuation:	Entitled to an employer superannuation payment with the VNPF, equivalent to 4% of your salary. Employees are required to pay a 4% contribution from salary. This will be deducted directly from the salary and paid to VNPF.
Insurance:	Covered by the Secretariat's 24-hour life and personal accident insurance schemes and staff and 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
Medical Benefits:	The employee and his/her dependents will be entitled to medical insurance benefits based on the Secretariat's regulations
General:	Appointment will be under the terms and conditions of the MSG Secretariat's Staff Regulations, a copy of which will be made available to the successful applicant.

IV. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

Submitting applications:

- a) **By email:** Subject matter to be clearly marked **“Application for Political Officer”** 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 24, November 2023.

Late applications will not be considered.

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