



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

INFORMATION PACKAGE

PRIVATE SECTOR DEVELOPMENT OFFICER (PSDO)

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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: 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. The Observers are 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. It is based in Port Vila, Vanuatu, and has an approved staff ceiling of 37. The Secretariat’s key roles are to provide sound policy and technical advice, facilitate the implementation of members’ decisions, advocate members’ collective interests in regional and international fora, and efficiently manage 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, Legal, 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:	Private Sector Development Officer
Division:	Trade, Investment and Economic Development Division
Responsible to:	Program Manager – Trade, Investment and Economic Development
Duration:	3 years

2. OVERALL CONTEXT

The Private Sector Development Officer (PSDO) is a key position in the Trade, Investment, and Economic Development Programme. It has overall responsibility for developing, implementing, and managing the Secretariat's trade and investment work programmes.

The primary role of the PSDO is to provide appropriate policy advice on private sector development and investment issues affecting the MSG member countries.

The PSDO will lead the work on private sector development and investments, which include investment policy, reforms, facilitation, promotion, private sector development, and small and micro-enterprise development.

The PSDO will report directly to the Program Manager – Trade, Investment, and Economic Development and support the policy-making role of the Division. The PSDO will play a major role in facilitating the implementation of decisions reached at key MSG Trade, Investment, and Private Sector Development (PSD) meetings in line with the Agreement Establishing the MSG, Melanesian Free Trade Agreement (MFTA), MSG PSD Strategy and with the National Development Strategies of MSG Member countries.

The PSDA will collaborate with officers in the Division and other Divisions of the Secretariat, as well as with the MSG Member countries.

3. KEY RESULT AREAS

The Private Sector Development Officer shall be responsible to the Program Manager – Trade, Investment, and Economic Development on the key areas of accountabilities:

3.1 Research

- Monitor private sector development trends in the MSG countries and assess whether they might require a response from the MSG Secretariat;
- Produce research papers on specific MSG trade, investment, and private sector development issues where relevant;
- Prepare articles on MSG trade, investment, and private sector development issues for dissemination to MSG countries and to other internal and external stakeholders as necessary; and
- Develop and collate MSG economic, trade, investment statistics, and developmental indicators for incorporation into the MSG Secretariat's development database.

3.2 Policy Analysis and Advice

- Provision of policy advice and technical assistance to MSG Members on private sector development including development and strengthening of small and micro-enterprises, investment policy, reforms, facilitation, and promotion;
- Analysis of regional and international investment trends, opportunities, and issues affecting investment and private sector development in the MSG countries;
- Formulation of policy analysis, strategies, and advice for promoting and strengthening the participation of indigenous communities, women, and youths in businesses;
- Implement the MSG Private Sector Development Strategy;
- Establish networks and maintain information exchanges with investment agencies, industry, and private sector organizations in MSG member countries;
- Supporting capacity-building initiatives in investment agencies, industry, and private sector organizations;
- Assistance in facilitating private and public sector dialogue processes in MSG countries on issues affecting MSG investment and private sector interests;
- Co-ordination and development of results-oriented work programmes on private sector development and investment in support of the above tasks;
- Work with Project Management Coordination Unit to prepare a viable and bankable project proposals , including donor-funded projects relating to private sector development and investment; and
- Work closely with other regional and international private sector organizations, including the members' Chamber of Commerce, to develop a closer working relationship on strengthening private sector activities.

3.3 Support to Meetings and Workshops

- Assist in the organisation and running of meetings/workshops organised by the MSG Secretariat, including drafting of papers, speeches, briefs, and press releases; and
- Efficient logistical support to the Sub-committees on Economic and Social Development, TEOM, SOM, TMM, FMM, MSG Leaders, and trade and investment-related workshops.

3.4 Other duties

- Other tasks allocated by the Program Manager – Trade, Investment and Economic Development from time to time.

4. PERSON SPECIFICATION

4.1 Nationality Requirement

Must be a national of an MSG Member Country.

4.2 Qualifications

Essential	Desirable
Relevant experience and qualifications in business administration, private sector development, commerce, economics, or similar fields;	Postgraduate qualifications in trades, private sector, commerce, business administration or economics

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5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

- a) Post-graduate qualifications in trades, commerce, business administration, or economics;
- b) Excellent knowledge of investment and private sector development issues including investment policies, laws, reforms, facilitation, promotion, private-sector development issues affecting different categories of the private sector including small and micro-enterprises, vulnerable groups such as women and youth businesses, indigenous, rural enterprises;
- c) Thorough working knowledge of government processes and facilities, including policies, strategies, assistance and incentives to stimulate, facilitate, and promote investment and the development of the private sector, including for both domestic and export markets;
- d) Sound knowledge of the small and micro enterprise (SME) development and market- related issues in developing and developed economies;
- e) A good understanding and appreciation of the business culture in small vulnerable economies such as the MSG countries and a minimum of 5 years relevant work experience in any MSG country;
- f) Good analytical skills and ability to quickly grasp and convey complex issues simply and concisely; and
- g) Experience in project formulation and management in similar organizations in the region or elsewhere;
- h) Computer literate with strong capabilities in word and data processing, analysis, and conducting research via the internet; and
- i) The PSD Officer will be required to travel (economy class) within the region and outside when requested.

Additional selection criteria are:

- a) Must be a national of one of the MSG member states;
- b) capacity to provide high-quality advice to the organization and Members on investments, commerce, small and micro-enterprises, and private sector development issues;
- c) strong skills and experience in policy development and analysis in investment and private sector development;
- d) a strong aptitude for setting priorities and follow-up implementation;
- e) excellent command of the English or French language and good communication skills;
- f) ability to network with similar organizations to ensure avoidance of duplication on projects and also better implementation of work programmes;
- g) ability to establish and maintain good working relationship with MSG member countries and their investment and private sector institutions; and
- h) Ability to work in a cross-cultural environment.

III. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Port Vila, Vanuatu
Duration:	The appointment is for a period of three (3) years with the possibility of renewal depending on performance and continued funding.
Grade:	The 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>The base salary for this position is from VUV4,740,029 – 6,026,531 million per annum tax-free plus benefits.</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. The Director General may appoint at a higher level if circumstances justify.</p>
Term:	The 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:	The appointee will be entitled to a superannuation contribution of 4% of the base salary payable by the employer. A matching contribution of 4% will be paid by the appointee.
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 (3) employment referees.

Submitting applications:

- a) **By email:** Subject matter to be clearly marked “*Application for Private Sector Development 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 28, June 2024.

Late applications will not be considered.

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