



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

INFORMATION PACKAGE

TRADE & ECONOMIC AFFAIRS OFFICER (TEAO)

Contents

I.	BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT	2
II.	POSITION DESCRIPTION.....	3
III.	REMUNERATION PACKAGE – TERMS AND CONDITIONS	7
IV.	ADMINISTRATIVE INFORMATION	8

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:	Trade and Economic Affairs Officer
Division:	Trade, Investment and Economic Development Division
Responsible to:	Program Manager – Trade, Investment and Economic Development
Duration:	3 years

2. OVERALL CONTEXT

The Trade and Economic Affairs Officer (TEAO) is a key position in the Trade, Investment, and Economic Development Division, which is responsible for developing and implementing the Secretariat's Trade, Investment, and Economic Development Programme.

The TEAO will report directly to the Program Manager—Trade, Investment, and Economic Development and collaborate with staff of other Secretariat divisions in recognition of the cross-cutting nature of Secretariat work activities.

The TEAO will support the Division's policy-making role and play a major role in facilitating the implementation of decisions reached at key MSG Trade, Investment, Economic, and Private Sector Development (PSD) meetings in accordance with the Agreement Establishing the MSG, the Melanesian Free Trade Agreement (MFTA), the MSG PSD Strategy, and the National Development Strategies of MSG Member countries.

The primary role of the TEAO is to provide appropriate policy advisory support and to support the implementation of past decisions reached at the MSG subregional level on Trade, Investment, economic, and Private Sector Development policy issues.

3. KEY RESULT AREAS

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

3.1 Research

- Monitor regional economic trends in the MSG countries and assess whether they might require a response from the MSG Secretariat;
- Produce relevant research papers on specific issues, challenges, opportunities related to MSG trade, investment, and economic;
- Prepare articles on economic development issues and opportunities (macro-economic, economic and structural reforms, and sustainable development) 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

- Provide analysis and policy recommendations in response to economic and development issues raised by internal stakeholders, members, regional and international institutions;
- Translate economic research and analysis into policy papers for higher consideration in a variety of contexts including Trade and Economic Officials (TEOM), Senior Officials (SOM), Trade Ministers, Foreign Ministers, MSG Leaders, other meetings and relevant workshops;
- Assist with technical matters relating to all economic development issues;
- Provision of economic analysis to other programs in MSG Secretariat; and
- Assist with policy coordination with other relevant agencies and stakeholders, as necessary.
- Provide regular policy briefs and advice on economic, trade, and investment issues, challenges, and opportunities to Director General through the Program Manager.

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 international trades, private sector, commerce, business administration or economics

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

- a) Post-graduate qualifications in 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 TEA 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 Trade & Economic Affairs 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