



MSG Secretariat
Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

APPLICANT INFORMATION PACKAGE

PROGRAM MANAGER – ARTS & CULTURE AND YOUTH & SPORTS DEVELOPMENT (PMACYSD)

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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; the 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, which are 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 deliver 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 – Arts & Culture and Youth & Sports Development
Work Unit:	Arts & Culture and Youth & Sports Development
Responsible to:	Director General
Duration:	3 years

2. OVERALL CONTEXT

The Program Manager—Arts & Culture and Youth & Sports Development is a management and strategic leadership role responsible for managing and advancing the work of the MSG Secretariat's Arts & Culture and Youth & Sports Development Programme.

Through its ongoing reforms, the MSG Secretariat is positioning its work programmes to better suit the Leader's mandates and decisions and the priorities of Members. Therefore, the Program Manager has the overall responsibility for providing strategic, policy guidance and advice to the executives and Members on the implementation and facilitation of arts, culture, youth, and sports development programs.

3. KEY RESULT AREAS

The position of the Program Manager – Arts and Culture and Youth & Sports Development encompasses the following major functions:

1. Manage the Arts & Culture and Youth & Sports Development Programme;
2. Provide strategic and policy advice;
3. Implement and facilitate the Leader's decision;
4. Research.

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

The Program Manager Arts & Culture and Youth & Sports Development shall be responsible to the Director General on the following key areas of accountabilities:

- i. To manage the Secretariat's Arts, Culture, Youth & Sports Development Programme;
- ii. Responsible for the overall development, organization, delivery, and administration of the Arts, Culture, Youth & Sports programs, meetings, consultations and events;
- iii. Responsible for the sub-committee meetings of Arts & Culture and the Sports committee meetings;
- iv. Contribute, implement, and initiate programs and projects that support the MSG's Strategic Plan, and the MSG Member's Arts, Culture, Youth & Sports action plans and strategies;
- v. Participate in the integration of Arts, Culture, Youth & Sports elements into all major programs and activities undertaken by the MSG Secretariat;

- vi. Provide support and implement networks for Members to share the implementation of the Arts, Culture, Youth & Sports Strategy, and methods for evaluating and monitoring cultural, youth, and sports vitality in the Melanesian Group;
- vii. Review the outcomes of past MSG sub-committee meetings on Arts & Culture and Sports and thus evaluate and address their implementations;
- viii. Development of funding proposals, business cases, and applications for grants, sponsorship, and other forms of assistance to deliver Arts, Culture, Youth & Sports projects for the MSG Secretariat;
- ix. Coordination and development of results-oriented work programs and activities on Arts, Culture, Youth & Sports issues;
- x. Establishing contacts and maintaining good working relations with relevant regional and multilateral agencies dealing with Arts, Culture, Youth & Sports issues;
- xi. Responsible for the financial sustainability of the Arts, Culture, Youth & Sports Programme;
- xii. Assist in coordinating and consolidating the division's annual work program and budgets with inputs from the Arts & Culture Officer and the Youth & Sports Development Officer in accordance with the MSG Secretariat and donor country requirements, deliver agreed work program results/activities, and monitor and report regularly.

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 public administration, social development, or related fields;	Postgraduate qualifications in public administration, social development, or related fields

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

1. A post-graduate qualification in public administration, social development, or related fields;
2. At least 10 years of relevant work experience in arts & culture, and youth and sports development in MSG countries or in a similar environment;
3. In-depth knowledge of the arts and culture, youth & sports development programs, and issues and challenges affecting the MSG member countries.
4. Extensive knowledge and experience with policy, institutional, financial, and regulatory framework of development 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 events both locally and in the MSG Member countries;

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 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 arts & culture and Youth & Sports development 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.
14. Ability to speak and write in English or French fluently.

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 the 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:	The appointment is for 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>The base salary for this position is from VUV7,592,230 – 9,381,440 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 the MSG Secretariat, which is 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.

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 – Arts & Culture and Youth & Sports 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 28th June, 2024.

Late applications will not be considered

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