



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

INFORMATION PACKAGE

PROJECT ASSISTANT (PA)

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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 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, 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, the 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 provide corporate support to the delivery of the Secretariat’s strategic priorities, which include human resource management, finance and administration, information technology, and communications.

The Project Coordination Management Unit is a new unit established in the MSG Secretariat.

The Project Coordination Management Unit (PCMU) will play a pivotal role in managing and overseeing projects within the Secretariat. The PCMU is responsible for coordinating all aspects of project planning, including defining project scope, objectives, timelines, and deliverables. The PCMU will also monitor projects’ progress to ensure they are on track to meet their objectives and deadlines.

The PCMU will use project management tools and techniques to track milestones and identify any issues or risks that could affect project success. The unit will facilitate communication between project teams, stakeholders, and management. This includes providing regular updates on project status, issues, and achievements. Identify potential risks to the project and develop strategies to mitigate them. This involves assessing risks, creating contingency plans, and ensuring risk management practices are followed throughout the project lifecycle. Ensuring that projects meet quality standards and adhere to organizational policies and procedures is essential.

The PCMU may implement quality assurance measures and conduct reviews or audits to verify compliance. The PCMU will manage project budgets, ensuring expenditures are within allocated limits and tracking financial resources throughout the project.

The PCMU will foster collaboration among project teams and stakeholders, encouraging teamwork and shared responsibility for project outcomes. The unit maintains project documentation, including plans, reports, and correspondence. They may also facilitate knowledge sharing and lessons learned from completed projects to improve future project outcomes.

After project completion, the PCMU will evaluate project outcomes against established goals and objectives and identify areas for improvement and lessons learned to enhance processes and practices for future projects.

II. POSITION DESCRIPTION

1. KEY POSITION DATA

Job Title:	Project Assistant
Division:	Project Coordination Management Unit (PCMU)
Responsible to:	Project Coordination Officer and Manager Corporate Services
Duration:	August 2024 – December 2025

2. OVERALL CONTEXT

The Project Assistant (PA) is responsible for general program support including administrative assistance and logistical implementation of activities. Their primary focus will be to support the project team with programmatic support, including, but not limited to coordinating with program participants and local partners, as well conduct research and identifying relevant program vendors, consultants, and local partners. The PA will play a key and substantively contribute to the capture, documentation, analysis, and reporting of program activity information and data in a results-based and timely manner, focusing on the achievement of established program indicators and outcomes.

3. KEY RESULT AREAS

The Project Assistant shall be responsible to the Project Coordination Officer and Manager Corporate Services on the key areas of accountabilities:

- 3.1 Support full compliance of project activities with MSG rules, regulations, policies, and strategies;
- 3.2 Support the design of project activities and project documents (proposals and narrative reports);
- 3.3 Support the development of work plans, budget, and reporting;
- 3.4 Supports the operational processes necessary for the implementation of the project activities;
- 3.5 Draft routine official correspondence/documents and assist in the preparation of needed project documents;
- 3.6 Provide support to organizing and holding meetings, minute taking, including the preparation and dissemination of information and follow-up;
- 3.7 Establish effective working relations and good communication with institutional counterparts, and with other partner agencies;
- 3.8 Support the organization of procurement processes including preparation of Requests for Quotation, Invitations to Bid or Requests for Proposal documents, receipt of quotations, bids or proposals, their preliminary evaluation;
- 3.9 Arrange travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents;
- 3.10 Provide administrative support to conferences, workshops, retreats
- 3.11 Maintain the filing system ensuring safekeeping of confidential materials
- 3.12 Assist in the preparation of budget and provision of information for audit or project evaluations;
- 3.13 Provide translation and interpretation as required for project activities.
- 3.14 Any other administrative duties as required.

4. PERSON SPECIFICATION

4.1 Nationality Requirement

Only nationals of Vanuatu are eligible to apply for this role.

4.2 Qualifications

- (a) Secondary education required. University degree will be considered an asset.
- (b) Experience in the usage of computers and office software packages (MS Word, Excel, etc).
- (c) Advanced knowledge of spreadsheet and experience in usage of web-based management systems.

5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

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

5.1 Competencies:

- a) Accountability
- b) Creative problem solving
- c) Effective communication
- d) Respect for diversity
- e) Integrity
- f) Professionalism

5.3 Language Skills:

English and Bislama are essential (oral and written).

5.4 Experience:

- a) 7 years of proven experience in financial management or in a similar role.
- b) Ability to handle competing priorities and meeting deadlines.
- c) Experience with an international non-profit organization.
- d) Fluency in language(s) spoken English and Vanuatu.

5.5 Additional selection criteria are:

- a) Only nationals of Vanuatu are eligible to apply for this role;
- 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 language (knowledge of the French language is an added advantage) 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 eighteen (18) months with the possibility of renewal depending on performance and continued funding.
Salary:	The monthly salary is AUD \$3,233 including benefits.
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.
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 "**Project Assistant**" 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 12, July 2024.

Late applications will not be considered.

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