



APPLICANT INFORMATION PACKAGE

DEPUTY DIRECTOR GENERAL (DDG)

Contents

I.	BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT	2
II.	POSITION DESCRIPTION	3
III.	REMUNERATION PACKAGE – TERMS AND CONDITIONS	5

I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT

The Melanesian Spearhead Group (hereinafter referred to as MSG or Group) was formally established in 1988 and consists five members; Republic of the Fiji Islands; Independent State of Papua New Guinea; Solomon Islands; Republic of Vanuatu; and Front de Liberation Nationale Kanak et Socialiste (hereinafter referred to as “FLNKS”) of New Caledonia. The Associate member is Republic of Indonesia and 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 of the Group and was established in 2008. The Secretariat is based in Port Vila in Vanuatu and headed by the Director General with 24 staff members. The Secretariat’s principal role is promoting the collective interest of Members as mandated by Leaders in those strategic priority areas that are contained in the the “MSG 2038 Prosperity Plan for All Plan, which were agreed to by Leaders in 2015, focusing on political stability, economic prosperity, social equality and inclusivity, and sustainable development. Unpacking these strategic priority areas have resulted in the recent review and revamping of the organogram of the Secretariat into five programme areas of political and security, trade and economics, governance and legal, climate change and natural resources management, culture and sports and social affairs that constituted the Secretariat’s annual work programme and budget in the delivery of service to MSG members.

The MSG Secretariat strategic priorities and Work Program are delivered through three Divisions;

- Executive Division - support the overall leadership, operational management and oversight of the MSG Secretariat to ensure efficient utilisation of the Secretariat’s resources and effective delivery of services to Members at the sub-regional level.
- Programme Division – policy delivery arm of the Secretariat (see above para).
- Corporate Services Divisions –corporate support to the delivery of the Secretariat’s strategic priorities and include human resource management, finance and administration, information technology and communications, asset management and procurement.

II. POSITION DESCRIPTION

1. Key Position Data

Job Title:	Deputy Director General (DDG)
Division:	Executive
Responsible To:	Director General
Job Purpose:	Under the overarching leadership and strategic guidance of the Director General. The DDG's primary role is to undertake operational and management, policy development, formulation and implementation of the Secretariat's annual Work Programme and Budget, with periodic M&E and reporting functions to guide the effective functioning of all programmes and efficient services delivery to MSG Members.
Contract period:	3 years
Work Location	Port Vila, Vanuatu
Date	1 January 2020

2. Duties and Responsibilities

Under the overarching leadership and strategic direction and guidance of the Director General, the Deputy Director General is accountable and responsible for the following outputs:

1. Provision of qualitative policy development and formulation being guided by the overall policy framework of the Group, as approved by the Constituent and Governing Body Meetings.
2. Efficient and effective preparation of the three- year MSG Secretariat Corporate Plan and the annual Work Program & Budget.
3. Overarching management of the implementation of the Secretariat's annual Work Programme and Budget.
4. Undertake quarterly measurement, reporting and verification of the performance and implementation of the annual Work Programme and Budget identifying challenges and gaps and recommendations for proper and effective implementation.
5. Monitoring of the Secretariat's financial and human resources, including assets for proper maintenance and upkeep,

3. Required Knowledge, Skills and Experience

Nationality Requirement

Under the Group's policy, an applicant must be a national of an MSG member State.

Qualifications

This section is designed to capture the expertise required for the role of the Deputy Director General at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential
<ul style="list-style-type: none">▪ Post-graduate qualification in law, political science, international studies, business management, commerce or similar qualification.
Desirable
<ul style="list-style-type: none">▪ Post-graduate qualifications in the areas of strategic management and development policy

Knowledge/Experience

1. At least over 10 years of significant and relevant working experience in strategic and operational management, including working at senior executive level in Government or similar institutions in the Pacific region.
2. Possess tertiary qualification at post-graduate level, with proven experience and sound knowledge of regional and international policy, trade and socio-economic matters.
3. Display a sound knowledge and good understanding of policy and development issues and aspirations of MSG Members both at the regional and international level.
4. Be capable and committed to advocate and promote MSG issues with member countries and at the regional and international levels.
5. Established track record of performance and proven level of experience at high level negotiation work, intergovernmental meetings or missions with Governments, especially in MSG member countries.
6. Demonstrate experience of success in dealing with regional organisation and donor partner agencies with very good understanding of donor policies and processes.
7. Demonstrated ability to provide high quality advice at the highest levels.
8. Be pro-active, solution-driven and result-oriented.
9. Proven experience in leading and managing multidisciplinary teams and in particular experience in management decision making in a systematic, rational and consistent way.
10. Proven experience as a team player, loyal and committed to the interest of the organisation.

III. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Port Vila, Vanuatu
Duration:	Appointment is for a term of three years and will be entitled to serve second term on non-competitive basis subject to satisfactory performance.
Grade:	Appointment will be at the Salary Band P2.1 of the authorized salary for internationally advertised positions.
Salary:	Competitive Remuneration and benefits comparable to CROP agencies. Offers of appointment for initial contracts will be made in the lower range of Executive Salary Scale with due consideration been given to experience and qualifications. The Director General may appoint at a higher level if circumstances justify.
Term:	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.
Superannuation:	Entitled to an employer superannuation payment with the VNPF, or to the Secretariat's PF for non-Vanuatu citizens, equivalent to 4% of your salary. Employees are required to pay 4% contribution from salary. This will be deducted directly from 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
Privilege & Immunities	All Professional Expatriate Staff of the MSG Secretariat are entitled to the Privileges and Immunities as contained in the Host Country Agreement between the MSG Secretariat and the Government of the Republic of Vanuatu.
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 & e-mail), fax and telephone numbers of three employment referees.

Submitting applications:

- a) **By email:** Subject 'MSG–DDG' to jobs@maxumisefiji.com OR
- b) **By online application using the link:** app.hrmonise.com/job/MSG/DDG

Deadline for applications: Saturday 16, November 2019.
Late applications will not be considered.

**“The MSG Secretariat is an equal opportunity employer and strongly encourage
“Women” with the relevant and required qualifications and experiences to apply for this
Executive role position.”**