



MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

The Melanesian Spearhead Group (MSG) is an intergovernmental organisation, composed of the four Melanesian states of Fiji, Papua New Guinea, Solomon Islands and Vanuatu, and the Front de Libération Nationale Kanak et Socialiste (FLNKS) of New Caledonia with the goal to facilitate mutual cooperation and dialogue to enhance solidarity of our membership, encourage our members to promote a region that is stable, peaceful and safe, and inspire our members to implement policies to achieve sustained improvements in livelihoods as guided by the MSG 2038 Prosperity for ALL Plan, the UN 2030 SDGs (No One Left Behind), SAMOA PATHWAY, Paris Agreement, etc.

DEPUTY DIRECTOR GENERAL

An exciting and challenging opportunity now exists for a well-qualified and experienced individual to join the Melanesian Spearhead Group (MSG) as its Deputy Director General

The Deputy Director General's primary responsibility, under the overarching leadership and strategic guidance of the Director General, is to undertake operational and management, policy development, formulation and implementation of the Secretariat's annual Work Programme and Budget, periodic M&E and reporting functions, to guide the effective functioning of all programmes and efficient services delivery of the Secretariat to MSG Members. The position reports to the Director General. The successful applicant will be responsible for successfully driving the following critical outcomes for the MSG Secretariat:

- **Provision of qualitative policy development, formulation, and implementation**
 - Relevant policy framework developed and implemented as approved by the Constituent and Governing Body Meetings and continuous strengthening in alignment with relevant laws & regulations
- **Efficient and effective preparation of the three- year MSG Secretariat Corporate Plan and the annual Work Program & Budget**
 - Three-year corporate plan successfully implemented with rolling annual review and corrective measures implemented including recommendations where required
 - Annual work program and budget prepared efficiently and effectively
- **Overarching management of the implementation of the Secretariat's Annual Work Programme and Budget**
 - MSG's Annual work programme and budget facilitated and implemented
 - Development and implementation of yearly budget
- **Undertake quarterly measurement, reporting and verification (MRV)**
 - Framework for measurement, reporting and verification developed and approved
 - Challenges and gaps identified and recommendations proposed for adoption where required
- **Monitoring and evaluation of the Secretariat's financial and human resources**
 - MSG's M&E framework and plan developed, approved and implemented
 - M&E quality data collected through programme implementation and periodic reports compiled and submitted as required
- **Effective Human Capital Management supporting a succession plan, HCM framework, performance management and staff training needs.**

The person we seek will have at least over 10 years' senior executive level in Government or similar institutions in the Pacific region role and a Masters qualification in Management/Planning/Policy, Economics, International Development, Strategic or similar is desirable. The applicant must possess the following:

- Postgraduate qualification in Management/Planning/Policy, Economics, International Development, Strategic or similar
- Display a sound knowledge and good understanding of policy and sustainable development issues and aspirations of MSG Members both at the regional and international level.
- Demonstrated experience of success in dealing with regional organisation and donor partner agencies with very good understanding of donor policies and processes
- 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
- Excellent command of English and conversational French is an advantage



Assisting Organisations Improve their Performance

How to Apply: Email a cover Letter and CV including the names and contact details of 3 professional referees, with the subject 'MSG-DDG' to jobs@maxumisefiji.com

OR Apply Online: app.hrmonise.com/job/MSG/DDG

For more information, contact: Ravuama Buadromo: +679 330 3137, ravu@maxumise.com

Applications are open to MSG citizens and residents only

Female candidates are strongly encouraged to apply

Closing Date: 16 November 2019