

Solomon Island Integrated Framework – National Implementation Unit
Ministry of Foreign Affairs and External Trade
P.O Box G10,
Pacific Melanesian Haus
Honiara, Solomon Islands

Vacancy No: 1

Title: IF Technical Advisor

Contract: Fixed Term

Salary Range: Up to USD 140,000 per annum

Date Issued: 07/03/2011

Deadline: 31st /03/2011

Duration: 1 year, with possible extension

Background

The Integrated Framework National Implementation Unit (IF-NIU) in the Department of External Trade of the Ministry of Foreign Affairs and External Trade is looking for a Technical Advisor (TA) to work with the IF-NIU in the Solomon Islands for an initial period of one year. The IF process is a multilateral trade initiative focusing primarily on trade-related assistance for least developed countries to benefit from fuller integration into the global trading system and is funded by multilateral donors.

A comprehensive study, the Diagnostic Trade Integrated Study, (DTIS) was undertaken in 2008 by a team of local and international consultants and was officially launched in March 2010. The work program of the NIU is now guided by the DTIS. The role of the TA will be to help build the capacity of the NIU to guide this process, focussing specifically on transfer of knowledge and skills in design and management of projects to the NIU and other key stakeholders in trade.

General Functions:

Objectives of the Assignment

- Provide capacity building training in project cycle management including formulation, appraisal, implementation, monitoring and evaluation of the Projects in the 2009 Solomon Islands DTIS Action Matrix. –
- Develop a fully fledged second phase Tier 1 project proposal
- Provide support and guidance for the initiation of trade mainstreaming activities in Solomon Islands

Role of TA

- Provides strategic direction to the NIU work programme, subject to *the* guidance and endorsement of the NSC;
- Assesses the capacity of the NIU, documents baseline information on strengths, *weaknesses* and challenges, and selects appropriate indicators based on the IF's monitoring and evaluation framework in consultation with the FP and ES;
- Develops and submits a second phase fully fledged proposal under Tier 1 including a detailed annual work plan and budget;
- Oversees and facilitates the financial and other reporting requirements of the NIU and provides guidance and training to relevant officers in the MFAET on appropriate reporting standards;

- Participates in the recruitment of a suitable counterpart and drafts his/her Terms of Reference in conjunction with the FP;
- Provides capacity building support and coaching to NIU staff to increase the breadth of tasks local staff members can perform unaided to assume greater responsibility for project management, trade mainstreaming, donor coordination, reporting and project proposal formulation;
- Builds management capacities of the NIU Coordinator and counterpart;
- Identifies relevant training opportunities for NIU staff and opportunities for NIU staff to attend regional meetings related to trade policy and AfT for the purpose of familiarisation with key issues and contribution to regional discussions where possible;
- Coordinates with the ES and other donors and institutions in the planning of training events and other capacity building initiatives in the region and beyond;
- Assists the NIU Coordinator in the management of the day-to-day running of the NIU;
- Assists the NIU to work closely with the MOFT and the MDPAC and other key stakeholders to ensure that DTIS priorities are mainstreamed into the national development plans
- Formulates a sensitisation/communication action plan aimed at raising awareness and enhancing national ownership, support and involvement of IF stakeholders, to be implemented by the NIU;
- Advises and assists the NIU in the organisation of initial awareness raising events and effective consultation meetings with aid donor agencies, the DF and national stakeholders;
- Assists the NIU to keep stakeholders and the public continually informed of the IF work programme
- Develops a plan for donor coordination and a donor activity matrix of ongoing or planned TRTA projects and assists the NIU to work on building partnerships with donors
- Develops a project operations and training manual incorporating resources and training materials as well as the procedures and reporting formats of the TFM and ES;
- Assists the NIU to establish a relevant database of the IF national programme and a library with studies, periodicals and reference material;
- Oversees and advises in the development of any project proposals to be funded by the IF and other donors based on the DTIS prioritised Action Matrix and assists in obtaining donor funding where necessary and;
- Reports to the FP and carries out any other duties which may be delegated by the FP or by the NSC through the FP.

Required Qualifications

Education

- The applicant should have a Post-graduate degree in economics, international trade law or closely related discipline with development component.

Knowledge

The applicant must possess knowledge of current trade-related issues in the developing country context, particularly relating to trade facilitation and private sector development

Work experience

- The applicant must have at least 5 years of work experience preferably working with or within a donor organisation and working in a developing country context in Project Management, including, formulation, appraisal, monitoring and evaluations for projects similar to those outlined in the Solomon Islands DTIS. Experience working for a government in a developing country would be an asset.

Language

- An Excellent standard of written and spoken English and preferably at least an understanding of Solomon Island local Pijin.

Additional Skills

- The applicant must have both sound leadership skills and ability to work in a team. The applicant must also demonstrate ability to build relationships with key stakeholders and provide capacity building to local staff members

Contact person for the Application:

Any interested persons should submit a covering letter, CV and two (2) referees addressed to;

Director of External Trade,
Ministry of Foreign Affairs and External Trade,
P.O Box G10,
Pacific Melanesian Haus, Town Ground
Honiara, Solomon Island.

Or

Email: georgetuti@yahoo.com or barrettsalato@yahoo.com.au or lauramarinanorris@gmail.com with the SUBJECT TITLE: Application for SI IF-NIU Technical Advisor.