

JOB DESCRIPTION

Primary Objective:

To lead through effective planning and quality management, the achievement of outputs for the Division for Internal Affairs.

Duties:

1. Identify priority policy issues relevant to village development through consultations with village communities and relevant stakeholders.
2. Provide technical support to Divisional staff in terms of the strategic direction of the Ministry so that village development programs are aligned accordingly.
3. Lead the implementation and monitoring of the Village Governance Strategy.
4. Lead the monitoring and evaluation of village development programs and initiatives including all projects coordinated by the Division.
5. Provide regular feedback and reports to the CEO on the work of the Division.
6. Provide feedback and reports to the CEO on Ministry representation at the relevant sector meetings and processes outside of the Ministry.
7. Lead the monitoring of the work of the Sui o le Nuu and provide quarterly reports to the CEO on the performance management system for the Sui o le Nuu.
8. Provide quarterly reports and strategic advice on the work of Komiti o le Faleula.
9. Provide quarterly reports and strategic advice on the work of Pulenuu Executive Committees.
10. Lead the professional development of staff in the Division.
11. Lead the capacity building of Sui o le Nuu and Pulenuu Executive Committees in line with their mandates roles and responsibilities.
12. Provide leadership and overall management of the Divisional staff.
13. Lead the preparation of the budget for the Division in line with the Annual Management Plan.
14. Manage the relevant output for the Division and monitor the expenses by the Division against the Annual Management Plan.
15. Manage the procurement process for the Division including the management of all assets and resources for the Division.

Selection Criteria:

1. Minimum qualification of a Bachelors Degree in Community Development or a relevant field in any of the Social Science disciplines with at least 7 years experience at the Management Level **(Essential)**
2. Demonstrated ability in strategic development and policy analysis in the public sector **(Essential)**.
3. Demonstrated ability in the coordination, planning, implementation, monitoring and evaluation of national and village level programs on village development **(Essential)**.
4. Demonstrated ability to lead and manage the work of the Division towards achieving its targets and outputs and in accordance with established ethical work standards **(Essential)**.
5. Proven ability in written and oral communications; understanding and application of cultural protocols; training and facilitation; critical analysis; decision making, monitoring and evaluation **(Essential)**.
6. Sound knowledge of all relevant legislations governing the Ministry’s operations including regional and international instruments that the Ministry is mandates to implement **(Desirable)**.