



## JOB DESCRIPTION

### Executive Officer

The Solomon Islands Chamber of Commerce and Industry is a key voice for the private sector in the country.

It is the peak representative organisation for private sector and currently has 200+ members across all major industries in the country. The SICCI membership comprise micro to small businesses through to multinational companies. SICCI is an organisation that works on behalf of members and the broader private sector to realise economic growth in the country.

The Executive Officer will support the Chief Executive Officer and will lead SICCI Secretariat's advocacy efforts towards creating an enabling environment that will foster growth in the private sector.

The Executive Officer will be a resource for SICCI advocacy efforts on issues of corruption; infrastructure; land reform; developing new sectors; and taxation.

#### Job purpose

The Executive Officer will provide strategic and operational support to the CEO and will lead certain key initiatives not limited to advocacy, membership, improving internal excellence and general organisational-level support.

The role will require leadership and commitment to maintain coherence within the SICCI Secretariat, working across the different SICCI teams. The role will require building results-oriented relationships with other SICCI stakeholders. Acting as deputy to the CEO, the EO will assume CEO position during her absence.

The position will be supported by the Advocacy Officer and together, will form the SICCI Advocacy unit.

#### Roles and responsibilities

In collaboration with the SICCI Advocacy Officer, the EO will:

##### **Progressing SICCI advocacy agenda (70% of EO activities)**

- implement the SICCI Strategic Plan and advocacy priorities in innovative and pragmatic approaches
- Convene and facilitate sub-committees and interest group forums on each advocacy priority

- Assist the Board and CEO in developing research, position papers, briefings and proposals that will progress SICCI advocacy agenda
- Lead the development, convening and facilitating of SICCI advocacy events

#### **SICCI membership (10% of EO activities)**

- Support the SICCI Membership Services Officer priorities in membership-acquisition and retention, particularly in managing key relationships with Platinum and Gold sponsors
- Build and maintain close and results-oriented relationships with SICCI members including in proactively facilitating resolution of member issues

#### **Organisational excellence (10% of EO activities)**

Supporting the CEO, the EO will assist in the constant improving of organisational processes and systems to ensure sound governance. This support will include but not be restricted to:

- Supporting the SICCI Finance department, which will include ensuring compliance to finance and accounting processes, and statutory legal requirements
- Developing and facilitating in-house trainings for team members

#### **Executive support to the CEO and SICCI Board (10% of EO activities)**

The position will arrange and facilitate Board meetings including undertaking secretarial role.

The position will be a representative for SICCI interest to audiences, meetings, forums of Government, development partners, and other interest groups.

#### **Qualifications**

The EO must possess:

- A post-graduate qualification in development, economics, business or public policy planning. A bachelor-level degree with commensurate 5 years of experience working with Government stakeholders in policy-planning can also be considered in lieu of the postgraduate qualification.
- Understanding, knowledge and experience in Government and business organisations systems and processes in at least two of the identified priorities of corruption; national infrastructure and economic development; land reform; taxation and developing new sectors.
- High level communication skills, including experience in communicating effectively across cultures and with diverse audiences both verbally and in writing.
- Excellent written and spoken English.
- Negotiation and influencing skills and a proactive approach to getting the job done.
- Critical thinking and problem solver
- Project management and corporate systems experience
- Team player, organized, decisive and willing to work outside of normal working hours