



SICCI Chief Executive Officer Roles and Responsibilities

Job Purpose of the CEO

To ensure that the Solomon Islands Chamber of Commerce and Industry (SICCI) is recognized as the peak body representing the private sector in Solomon Islands and to deliver the SICCI Strategic Plan.

The role is based in Honiara and will require some travel to the provinces and overseas.

Key Performance Indicators (KPIs)

The CEO's KPIs

A: Advocacy:

- Maintain strong policy dialogue with the Solomon Islands Government through continuous hosting of the Advisory Group Meetings (as per the MOU) with minimum 6 Advisory Group meetings per year.
- Submit a minimum of 6 policy papers/issues papers on key business impediments to the Advisory Group

B: Membership & Services

- Grow membership numbers by 20 percent per annum over the next 3 years
- Maintain retention rate of at least 80%
- Undertake at least a minimum of 8 trainings per year including provincial outreach programs
- Increase social media followers by 25% across all platforms per year
- Maintain at least minimum 4 media releases per month annually

C: Organizational

- Maintain unqualified accounts per year.
- Provide formal reporting to the Board by holding 6 Board meetings per year
- Hold monthly team meetings

Responsibilities and Role

The position is responsible for a team leading advocacy, media & communications, membership & services, export industry development, young entrepreneurs, finance, administration and strategy departments.

It is the responsibility of the CEO to ensure that the SICCI Secretariat is fully resourced, accountable for individual departmental targets, and works collaboratively together. The CEO will mentor and coach team members and ensure duty of care.

It is also the responsibility of the CEO to maintain accurate financial records and continue to achieve an annual audit free of any material findings.



SICCI Organisation

The role includes –

- Working with the SICCI Management Board to ensure SICCI delivers policies and conveys positions that support SICCI members, jobs growth and economic development;
- Develop and be accountable for an annual business plan and budget;
- Establish and maintain strong networks to promote the public-private partnership between the Solomon Islands government and the private sector;
- Advocate on issues important to the private sector, State Owned Enterprises, non- government organizations and the wider community;
- Ensure that members and sponsors receive the very best planned activities, including networking, training, representative forums, expert roundtables, provincial outreach, investment forums and trade missions;
- Proactively coordinate relevant analysis and research identifying issues and informing SICCI members;
- Being involved in national economic policy, development planning, and public policy;
- Actively participating in Pacific regional affairs;
- Provide relevant information via the SICCI website, frequent media releases, radio broadcasts, and social media platforms; and
- Actively address any concerns raised by SICCI members.