



Solomon Islands Chamber of Commerce and Industry (SICCI)

Vacancy Advertisement: MEMBERSHIP SERVICES OFFICER

SICCI is the peak organisation representing the private sector and work in collaboration with the Solomon Islands Government, Donors, Business community and NGO's to: a) champion policies that deliver jobs and growth, and b) supports services that assist members to grow their business.

The Membership Services Officer will report to the CEO and in line with SICCI's strategic plan, will be responsible for developing and managing a membership development plan, including building and maintaining relationships with members, while working to build SICCI's membership base to engage more small medium enterprises (SME) and women in business.

ROLES AND RESPONSIBILITIES:

- Manage membership services and communications, membership database and website including responding to member queries.
- Manage and facilitate member and networking events, market research, include liaising with training providers regarding relevant training for members.
- Work with the Media and Communications Officer to promote SICCI's membership businesses services.
- Undertake research, survey and ensure timely dissemination of information to members and other stakeholders on business conditions, needs and trends.
- Build and maintain good working relationships and contact with stakeholders, such as the Solomon Islands Government, donors, the business community, NGOs and media to progress SICCI's role in supporting the private sector.
- Identify ways of improving member services, including broadening membership to include SME's and women in business.
- Complete other membership services tasks as required by the CEO.

Qualifications and Experience

- Tertiary qualification in business, marketing, management, public relations, project management or similar.
- Ability to establish and maintain effective working relationships between the organization, members and other stakeholders.
- Strong project management and organizational skills.
- Demonstrated leadership, initiative, willingness to learn and able to work as team and with minimum supervision;
- Good written and oral communication skills.
- Computer literate: Familiar with using Microsoft Office applications including Excel, Access and Word to maintain databases, spreadsheets, project management software and web applications including email.

Package: The role will be for two years. An attractive remuneration package will be offered to the right candidate from \$80,000 minimum depending on experience.

All enquiries should be directed to Administration Officer at SICCI on phone 39542 email: executive@solomonchamber.com.sb

All applicants must provide the following:

- A cover letter outlining your interest in the position
- A current CV and academic qualifications
- Names and contacts of two referees.

All applications must be addressed to: Chief Executive Officer (CEO), Solomon Islands Chamber of Commerce and Industry (SICCI), P.O Box 650, 1st Floor, Suite 223, Hyundai Mall, Central Honiara or submit via email executive@solomonchamber.com.sb

All applications must be received no later than **4.30pm, Tuesday 21st 2024**. Only shortlisted applicants will be contacted to attend an interview.