

EXPORT INDUSTRY DEVELOPMENT OFFICER

The Solomon Islands Chamber of Commerce and Industry's (SICCI) partnership with Pacific Horticultural and Agricultural Market Access Program (PHAMA) resulted in the establishment of the Export Industry Development Department to progress development of five Industry Working Groups (IWGs) into representative and sustainable industry bodies, and to progress relevant market access related activities to assist in export industry growth in Solomon Islands.

These groups were established to promote public/private sector partnership on export development in the agricultural sector in the sectors of cocoa, coconut, handicraft and sawn timber.

SICCI is currently seeking an **Export Industry Development Officer (EIDO)** to continue working with these IWGs so that they become representative and sustainable industry bodies, and to assist in relevant activities that will contribute to growth of the country's exports in these sectors.

This role will report to the CEO, and works in close collaboration with the PHAMA National Coordinator. The position will work with the IWGs being responsible for managing, facilitating and implementing the IWGs' respective plans, in line with annual SICCI Business Plans.

Key responsibilities in this role include:

- Providing secretarial support and coordinating capacity building for the Industry Working Groups (IWG).
- Assist with the development of industry strategies, activity plans and budgets.
- Promoting the coordination role of industry groups to stakeholders.
- Facilitate communication and coordination between IWG members, SICCI and other industry stakeholders, government and development partners.
- With reference to national and sectoral policy frameworks and relevant industry environments provide strategic guidance on development of the IWGs into sustainable and representative industry bodies.
- Identify capacity building needs of the different IWGs and coordinate technical assistance inputs including facilitating training opportunities where necessary.
- Assist industry groups to progress development of co-financing arrangements, with private sector, government and relevant development programmes.
- Provide timely update to stakeholders and the management team on issues that arise.

Qualifications, Skills and Experience required:

- A tertiary level degree in Agriculture/Agribusiness with three (3) years work experience or Post Graduate Degree in Agribusiness with two (2) years work experience.
- Prior work experience in the fields of private sector development, business, trade or agriculture would be an advantage.
- Good understanding of the productive sector, and business and trade environments.
- Demonstrated leadership, initiative, willingness to learn and able to work as team and with minimum supervision;
- Excellent communication skills including a high level of proficiency in oral and written English and Pidgin.
- Good analytical and research skills.
- Sound skills in office administration, including proficiency in relevant computer applications.
- Strong ability to plan and coordinate activities effectively with team members and with external stakeholders.
- Ability to develop and implement activity work plans within associated budgets.
- Ability to communicate effectively at level of national fora.
- An ability to proactively seek support and/or solutions in dealing with new or unknown tasks and issues.

The role will be based in the SICCI Honiara office. An attractive remuneration package will be offered to the right candidate.

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

All interested individuals must provide the following in their application packs:

- A cover letter outlining your interest in the position;
- A current CV outlining academic qualifications; and
- Details of two referees (most recent) with contact details; and/or Referee Reports within the last two years.

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 admin_sicci@solomonchamber.com.sb

All application must be received by COB 11th October 2019. Only shortlisted applicants will be contacted to attend an interview.