

Opportunities at the Secretariat

About the *Pacific Islands Forum Secretariat*

The *Pacific Islands Forum Secretariat (Forum Secretariat)* is the region's premier political and economic policy organisation, with a vision of helping to create a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The international organisation works to achieve this vision by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members - including directly engaging with community members in order to identify pressing needs of the region.

The work of the Pacific Islands Forum Secretariat (PIFS) is guided by the Framework for Pacific Regionalism (FPR) as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The FPR is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in Samoa in 2017, which calls for a long-term regional commitment to act as one "Blue Continent" as the means to achieve its development aspirations. The Leaders vision was that it would serve as the platform to reinforce and inspire the region in its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture and livelihoods.

Context of the Forum Secretariat's Work

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieving greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, the organisation has produced a highly professional workforce that is capable of creating and delivering high quality outcomes for the people of its member countries.

The policy work of the Secretariat is divided into three broad areas - Policy, Governance & Engagement, Programmes & Initiatives - depicting the different stages of the regional public policy cycle.

The Governance & Engagement team is tasked with building strong and meaningful relationships with PIF Members and external stakeholders, and to understand their interests, as a means to advocate for, and advance the collective values and priorities of the PIF as one Blue Pacific continent

The Policy team's focus is on developing quality high-level policy advice to member governments in consultation with members and CROP and international partners on a broad portfolio of issues, including social, economic and security related matters.

The Programmes & Initiatives team is focused on driving for outcomes of programmes and activities, including oversight of various development partner funded projects and programmes, that would contribute directly to the achievement of the prioritised KRAs from the Forum Leaders' decisions as well as those from other Forum ministerial meetings.

The Opportunities

Applications are invited from nationals of member countries to fill positions in the Operations Team. The positions this notice intends to fill are:

1. Team Leader Finance, Asset Management, Procurement & Travel

This position reports to the Director Operations and is responsible for the Financial Management of the Secretariat; Asset Management; Procurement and Travel; Internal Controls; Stakeholder Liaison; and Team Performance & Leadership. These will be achieved through the managing of the Finance services function under Corporate Services including

investment and cash flow management, maintenance of the Forum's General Ledger and Payroll systems, provision of periodic financial reports, liaison with external auditors and compilation and enhancement of applicable financial regulations and policies.

2. Team Leader – Legal, Risk and Compliance

This position will report to the Secretary General through the Director Operations with full responsibility for the legal, regulatory, risk and internal compliance functions of the Secretariat, demonstrating solid experience as a commercial lawyer with strong commercial acumen to lead our legal, risk and compliance team.

Responsibilities will include but are not limited to: Planning, designing, implementing and reviewing overall risk management process for the organization; Conducting risk assessment, which involves analyzing risks as well as identifying, describing and estimate the risks affecting the organization; and Preparing risk evaluation, which involves comparing estimated risks with criteria established by the organisation such as costs, legal requirements and environmental factors and evaluating the organization's 'risk appetite', i.e. the acceptable level of risk.

The starting salaries for the two Team Leader positions above will be in the range of **SDR 36,640 to SDR 42,297** per annum. At the 1 March 2020 exchange rate this salary range was equivalent to **FJD110,561 to FJD127,631**.

3. Team Leader HR & Administration

This position reports to the Director Operations and is to manage the areas of Human Resources and Administration Support to ensure the organisation has a high performance Pacific Organisation Culture; a high quality professional workforce; best practice HR Policy, Processes & Logistics and a safe and healthy workforce and environment.

The objectives above will include operational responsibilities such as staff recruitment, onboarding, learning and development, performance management, remuneration & rewards, management of staff grievances & discipline processes, exit & repatriation. and the maintenance of all employee benefits and records. Team Leadership & Performance is a key responsibility of this position.

Dependent on qualifications and experience, the starting salary for this role will be in the range of **SDR 30,412 to SDR 36,640** per annum. At the 1 March 2020 exchange rate this salary range was equivalent to **FJD 91,768 to FJD 110,561**.

The competitive remuneration and benefits packages for these appointments include medical and life insurance, housing and education for dependent children. For non-Fiji nationals, salaries may be free of income tax.

The Capabilities

Applicants are required to demonstrate their abilities in accordance with the Secretariat's Core Capabilities of: planning and prioritising, communicating with purpose and effect, leading and collaborating, applying critical thinking, developing & strengthening relationships and delivering value. To understand what these mean at the different levels of the organisation, applicants should view the Secretariat's Capability Framework on our [website](#).

Supplementary Capabilities required for these positions include: building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

Additional Information

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the position description and remuneration details for respective positions are also available therein.

Requirements for qualifications, experience and capabilities can be found in the information packs and candidates are encouraged to demonstrate how they satisfy these in their applications. Candidates must include in either their applications or curriculum vitae the full contact details of three referees.

To be eligible for these positions, applicants must be nationals of Forum member countries¹. The closing date for applications is **24 May 2020**.

¹ Member States of the Pacific Islands Forum: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.