



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

Applicant Information Package

**SOCIAL POLICY OFFICER**

**November 2018**

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## **A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT**

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are 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.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 100 staff. The **Forum Secretariat's** mission is to support Forum Members undertake deeper forms of regionalism to further economic growth, sustainable development, good governance and security.

Achieve this through policy advice, coordination and implementing the decisions of Forum Leaders. (PIFS' Results Framework 2016 - 2018)

## **B. JOB DESCRIPTION**

### **Position Identification**

Job Reference:	
Job Title:	Social Policy Officer
Work Unit:	Policy – KRAs 1 & 2
Responsible To:	Social Inclusion Adviser
Responsible For:	-
Job Purpose:	This job exists to strengthen PIFS' capacity on social inclusion issues (particularly gender and disability) into the overall work of the Secretariat, and help strengthen the capacity of Forum island Countries (FICs) to mainstream social inclusion into their development activities and plans.
Date:	November 2018

### **The Leaders' Vision**

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The Forum Leader's Vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

The work of the Forum is guided by the Framework for Pacific Regionalism which was endorsed by Leaders in July 2014. It sets out the strategic vision, values, objectives and approaches to achieve deeper regionalism in the Pacific. Pacific regionalism is recognized by leaders 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 Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

### Position Context



This position of Social Policy Officer encompasses the following key functions:

- 1. Mainstreaming of social inclusion issues particularly gender and disability, throughout the Secretariat**
  - Develop and deliver appropriate approaches for mainstreaming social inclusion, with a particular focus on gender equality and disability inclusion, within the Secretariat's policies and work programmes.
  - Progress the Secretariat's' social inclusion work under the Strategic Results Framework, particularly in the areas of gender equality and disability inclusion.
  - Develop annual work plans, and provide monthly reporting on the Secretariat's social inclusion work to Director Policy through the Social Inclusion Adviser.
- 2. Coordinating implementation of regional social inclusion priorities**
  - Implement strategies to progress regional social inclusion priorities.
  - Coordinate, monitor and report on the Pacific Leaders Gender Equality Declaration (PLGED) and Pacific Framework on the Rights of People with Disabilities (PFRPD).
  - Identify and coordinate regional partners (CROP, multilateral agencies and donors, non-state actors) to support forum member countries with their social inclusion priorities and commitments, with a particular focus on gender equality.
  - Facilitate and coordinate CROP Gender Working Group and PFRPD governance meetings.
  - Seek and negotiate funding opportunities with donor and development partners.
- 3. Strengthening the Secretariat's social policy functions**
  - Identify and monitor emerging and existing social issues in the Pacific, with a particular focus on gender equality.
  - Provide high quality policy advice and analysis on social inclusion issues.

#### **4. Develop professional partnerships and relationships**

- Develop and strengthen relationships with Forum island member countries, CROP, development partners and non-state actors to enhance coordination and collaboration on regional social inclusion activities.
- Represent the Secretariat at regional and international meetings.

#### **Position Accountabilities**

The incumbent is accountable for the key result areas described under the Policy and Position Context (above). To successfully deliver on these key result areas the incumbent will have to demonstrate competently the following core capabilities.

<b><i>Planning &amp; Prioritising</i></b> <ul style="list-style-type: none"><li>▪ Identifies and describes near to medium term priorities within multi-year initiatives</li><li>▪ Translates related tasks and activities associated with key initiatives into SMART objectives (operational / tactical)</li><li>▪ Estimates budget implications associated with personal and team objectives</li><li>▪ Gathers information from multiple sources to prepare progress / status reports in relation to plans</li><li>▪ Advises and confirms the objectives of those in jobs up to Band 7</li><li>▪ Organises, in discussion with manager, own priorities for periods of up to a month ahead</li><li>▪ Provides direct input to KRA plans</li></ul>	<b><i>Communicating with Purpose &amp; Effect</i></b> <ul style="list-style-type: none"><li>▪ Writes / prepares detailed, and as required, lengthy reports using consistent and appropriate language</li><li>▪ Assembles disparate information into coherent 'narrative'</li><li>▪ Uses influencing techniques to gain support and cooperation from others</li><li>▪ Explains difficult concepts concisely and in readily understood terms both verbally and in writing</li><li>▪ Demonstrates a clear understanding of the advantages and disadvantages of different media in communication</li><li>▪ Prepares and delivers presentations at team and KRA level meetings</li><li>▪ Applies a range of questioning techniques</li></ul>
<b><i>Leading &amp; Collaborating</i></b> <ul style="list-style-type: none"><li>▪ Works under general supervision</li><li>▪ Seeks opportunities to engage and assume responsibilities in projects where capacity permits</li><li>▪ Reads the mood of a team and displays appropriate behaviours to build positivity</li><li>▪ Diffuses potentially difficult interpersonal situations before they escalate</li><li>▪ Mentors / coaches less experienced staff</li><li>▪ Leads teams of administrative / property staff, and in some instances, entry level professionals</li><li>▪ Collaborates effectively in teams where team members may be geographically disperse</li><li>▪ Provides objective feedback on others' performance in a supervisory capacity</li><li>▪ Understands own strengths and weaknesses</li></ul>	<b><i>Applying Critical Thinking</i></b> <ul style="list-style-type: none"><li>▪ Exercises a healthy level of skepticism when confronted with new information</li><li>▪ Understands and explains key principles and theories associated with the subject matter relevant to own role</li><li>▪ Complements 'how' things are done with 'why' things are done</li><li>▪ Accesses and references credible research / literature in seeking solutions to issues</li><li>▪ Discusses technical challenges with colleagues to help overcome challenges</li><li>▪ Demonstrates persistence in solving problems</li><li>▪ Offers suggestions / points of view at team meetings</li><li>▪ Applies analytical and synthesis skills</li></ul>

<p><b><i>Developing &amp; Strengthening Relationships</i></b></p> <ul style="list-style-type: none"> <li>▪ Develops professional relationships with peers in partner / stakeholder organisations</li> <li>▪ Recognises subtle signs in relationships that indicate closer attention to the health of the relationship is required</li> <li>▪ Demonstrates a good understanding as to the nature and basis of both collegial and key institutional relationships</li> <li>▪ Uses sound judgement and professionalism to respond appropriately to sensitive requests</li> <li>▪ Uses respectful and unambiguous language as a key means to strengthen relationships</li> <li>▪ Places self in others' situations to better understand and respond to needs</li> <li>▪ Focuses on resolving interpersonal differences with colleagues in a timely and effective way</li> </ul>	<p><b><i>Delivering Value</i></b></p> <ul style="list-style-type: none"> <li>▪ Understands relevant professional standards and applies these</li> <li>▪ Reviews own work before progressing it to others for review</li> <li>▪ Clarifies and confirms others' needs before committing to a course of action</li> <li>▪ Fulfils reporting requirements and explains irregularities / unexpected outcomes</li> <li>▪ Designs reporting templates</li> <li>▪ Interprets status / progress reports in the context of trends</li> <li>▪ Makes suggestions to help manage expenditure to optimise 'value for money'</li> <li>▪ Understands and explains the concept of 'value chain' and knows how their role is situated within the value chain</li> </ul> <p>Develops content and undertakes research used in the provision of advice, speeches and publications</p>
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Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### **Work Complexity**

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> <li>▪ Seek funding for the expansion of PIFS' social inclusion activities</li> <li>▪ Managing a tight budget to support coordination of social inclusion activities</li> <li>▪ Organising well-structured meetings and workshops, including overseeing all logistics</li> <li>▪ Coordination and drafting of policy and subject-specific briefs, communications and progress reports within a tight timeline</li> <li>▪ Negotiating with regional partners on the implementation of social inclusion priorities</li> <li>▪ coordinate inputs from various partners against tight deadlines</li> <li>▪ Managing different interests and perspectives within a complex political setting.</li> <li>▪ Building ownership of regional social inclusion issues.</li> </ul>

### **Level of Delegation**

The jobholder has no financial delegations.

## Functional Relationships & Relationship Skill

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>Members</li> <li>Development partners</li> <li>Other CROP agencies</li> </ul>	<ul style="list-style-type: none"> <li>Giving and receiving information, explaining things, liaising, facilitating, influencing and persuading, negotiating.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>Secretary General</li> <li>Deputy Secretary General</li> <li>Directors</li> <li>Executive Team</li> <li>Advisers</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating, courtesy, giving and receiving information, explaining things, gaining cooperation, facilitating, mediating, negotiating.</li> </ul>

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Degree in development studies, gender studies, disability studies, or anthropology</li> </ul>	A degree in social policy or a related field.

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 5 years' experience in international development particularly on gender equality, disability and/or social policy in the Pacific region or in a similar environment;</li> <li>Experience working on implementation and coordination of social inclusion activities at national, regional or international level;</li> <li>Sound knowledge of wider Pacific regional development issues as they relate to social inclusion;</li> <li>Excellent communications and networking skills;</li> <li>Demonstrated ability to provide high quality policy advice and analysis;</li> <li>Program management experience;</li> <li>Excellent organisational, writing and analytical skills;</li> <li>ability to meet tight deadlines;</li> <li>Excellent computer skills including word processing and spreadsheet applications.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Pacific Island development and social issues;</li> <li>Knowledge of the functions of the Pacific Islands Forum, and the Secretariat.</li> </ul>

## Other Capabilities/Behaviours

The following levels would typically be expected for the 100% fully effective level:

Building for the Future	<ul style="list-style-type: none"> <li>▪ Researches and extrapolates trends that might impact on the work of the team / KRA / organisation and presents findings to colleagues by way of impact assessment</li> <li>▪ Contributes to the drafting of papers, presentations and speeches focused on future states (both desirable and undesirable)</li> <li>▪ Understands and explains the implications of internal and external policy decisions on possible future directions / outcomes associated with own and team's work</li> <li>▪ Actively contributes to change initiatives</li> <li>▪ Explains our vision and mission to others</li> </ul>
Advancing Personal & Professional Growth	<ul style="list-style-type: none"> <li>▪ Participates in on-the-job training and structured training arising from consultation with supervisor, typically focussed on immediate work areas</li> <li>▪ Consolidates technical / professional knowledge to strengthen ability to operate under minimal direction</li> <li>▪ Shares technical / professional knowledge with colleagues</li> <li>▪ Reads relevant journals / articles etc. to keep up to date with changes occurring in domain</li> <li>▪ Documents new information so that it's accessible to other team members</li> </ul>
Promoting Effective Workplace Practices	<ul style="list-style-type: none"> <li>▪ Proposes agenda items for internal meetings and speaks to these items at meetings</li> <li>▪ Prepares for meetings</li> <li>▪ Provides research and professional support to senior officers</li> <li>▪ Invites peers to review their work</li> <li>▪ Reviews the work of peers and offers suggestions thoughtfully and respectfully</li> <li>▪ Keeps abreast of contemporary workplace practices and finds opportunities to share relevant insights</li> <li>▪ Reads financial statements and understands how the work they are engaged in is funded</li> <li>▪ Provides feedback / input to policy reviews</li> <li>▪ Estimates times and costs of team based decisions</li> </ul>
Managing and Coordinating Projects	<ul style="list-style-type: none"> <li>▪ Coordinates effectively with third parties in progressing multi-country / multi-agency projects</li> <li>▪ Contributes to project planning activities including the estimation of time, costs, resources, dependencies and sequencing</li> <li>▪ Manages specific aspects of projects</li> <li>▪ Demonstrates resilience in instances where projects are not tracking as planned</li> <li>▪ Reports on project execution by maintaining true records, updating project documentation in a timely and accurate way, and reporting any risks including spurious and questionable findings / activities</li> <li>▪ Suggests improvements to project related processes / resources based on observation and experience</li> <li>▪ Participates in project reviews</li> </ul>



Using Systems, tools and technology	<ul style="list-style-type: none"> <li>▪ Uses intermediate to advanced features of one or more software applications relevant to own role (eg. ‘tracking’ in Word and ‘charting’ in Excel)</li> <li>▪ Helps / trains others in the use of specific software features</li> <li>▪ Translates business requirements into technology solutions</li> <li>▪ Develop ICT policies</li> <li>▪ Identifies which software is likely to be most suitable in helping to resolve a business issues</li> <li>▪ Supports and champions the adoption of new systems and technologies</li> <li>▪ Designs new processes as technologies become available</li> <li>▪ Seeks opportunities to digitize forms, information etc. to drive better information management practices</li> <li>▪ Uses and advocates the use of technology to reduce costs and time without compromising quality</li> </ul>
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### **Personal Attributes**

The job holder should be:

- A good listener and clear and effective communicator
- Understanding and accommodating of cross-cultural differences
- Able to think quickly, respond well to new situations, and make decisions quickly if required
- Physically fit and able to travel frequently.

### **Change to Job Description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

## **C. REMUNERATION INFORMATION**

The Forum Secretariat is part of the participating CROP agencies that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Engagement Officer.

### **Contract Term**

- *Principle:* To ensure recruitment and retention of the best person for the position

- *Practice:* At the completion of the initial three-year term, the Secretary General is authorized to offer an EPAI an employment renewal of three years and at the completion of that renewed term may offer a final three-year term. The renewals will take into account the skills and performance of the EPAI, their correlation with the needs of the Secretariat and the necessity of retaining such skills to ensure continuity of service to the Secretariat and its members. The conditions of such an offer may be made by the Secretary General.

### Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:  
Monday – Thursday: 8:30am – 5:00pm  
Friday: 8:30am – 4:30pm.

### Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs. Salaries for all Secretariat positions that are advertised internationally, are assessed annually compared to the reference markets which are the median of the Australian and New Zealand Public Service Sectors and the Fiji All Organisations market.
- *Practice:* This position is placed at Band 10, is denominated in Special Drawing Rights (SDR) and paid in Fiji Dollars according to the average SDR/Fiji exchange rate for the preceding month. The salary will be in the range of **SDR 29,526 to SDR 44,289 per annum**. At the 1 November 2018 exchange rate this salary range was equivalent to **FJD88,322 to FJD132,483**.

### Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act, which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

### Housing

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* Rental assistance equating to 75% of suitable standard accommodation is paid to incumbents of positions that have been advertised internationally. Maximum rates are reviewed annually. The maximum rental assistance payable is FJD3,000 per month or FJD 36,000 per annum.

## **Education**

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* 75% of actual costs of fees for tuition, board and sanctioned tutorials are reimbursed up to a maximum of FJD17,802 per child per annum and up to a maximum of FJD53,406 per family per annum.

## **Recruitment & Repatriation Entitlements**

- *Principle:* To meet costs of travel, accommodation and for moving personal effects of staff and dependents to enable a move to the base station on recruitment and back to recognised home on repatriation.
- *Practice:* Airfares, packing and removal costs for staff, spouse and dependent children between point of recruitment and Suva will be facilitated and paid by the Secretariat.  
Hotel accommodation for 6 working days is provided for staff on arrival and on repatriation.  
Reasonable removal expenses (packing, insuring, shipping and unpacking) from place of recruitment and on end of contract. A 20 foot container is the family entitlement for this purpose.

## **Establishment Grant**

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 2,500 will be given to staff recruited from outside the greater Suva area.

## **Health/Life Insurance**

- *Principle:* To provide standard health insurance.
- *Practice:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

## **Annual Leave**

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 25 working days per annum.

## **Sick Leave**

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

## **School Holiday Travel**

- *Principle:* To enable parent-child reunion.
- *Practice:* One economy class return airfare per annum for a dependent child to visit their parent at the base station or one economy class return air fare for a staff member or spouse to visit their dependent child studying overseas.

### **Home Leave Travel**

- *Principle:* To enable staff to maintain contact with their home environment.
- *Practice:* After having completed 18 months service, expatriate staff members are entitled to home leave airfares provided they return for the remaining time of their contracts. The entitlement is for reimbursement of one economy class return flight between Suva and the place of normal residence for the staff member, spouse and dependent children.

### **Repatriation Grant**

- *Principle:* To assist staff from outside the base station settle back in their home location.
- *Practice:* A grant equivalent to SDR 2,500 will be given on repatriation.

### **Tax Status**

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals and may be tax-free in Fiji for non-Fiji nationals. It is the responsibility of the applicant to check the tax status of Pacific Islands Forum Secretariat salary in their relevant country.

### **Other Benefits**

- Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

## **D. ADMINISTRATIVE INFORMATION**

The closing date for applicants is **14 December 2018**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://www.forumsec.org) where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum Secretariat is available on the website.