



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

PROGRAMME OFFICER - EU

April 2019

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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:	Programme Officer - EU
Work Unit:	Office of the Regional Authorising Officer under the Project - Technical Cooperation and Capacity Building Facility (TECCBUF)
Responsible To:	Senior TA to the RAO office
Work Closely with:	Monitoring and Communications Officer and the Admin and Finance Assistant
Job Purpose:	The primary responsibilities are to promote and enhance development cooperation between the Pacific ACP (PACP) countries, the Pacific Islands Forum Secretariat and the European Union by providing support and training to PACP National Authorising Officers (NAOs) and Technical Implementing Agencies (TIAs); facilitating coordination, communication and dialogue among PACP stakeholders (NAOs, TIAs, Non State Actors, International Organisations, Development Partners, etc.); and ensuring the monitoring of regional initiatives (such as the Regional Framework and Forum Compact) and indicators related to Millennium Development Goals (MDGs) and Sustainable Development Goals (SDGs)
Date:	April 2019
PIFS Job Band	Band 9 - 10

The Leaders' Vision

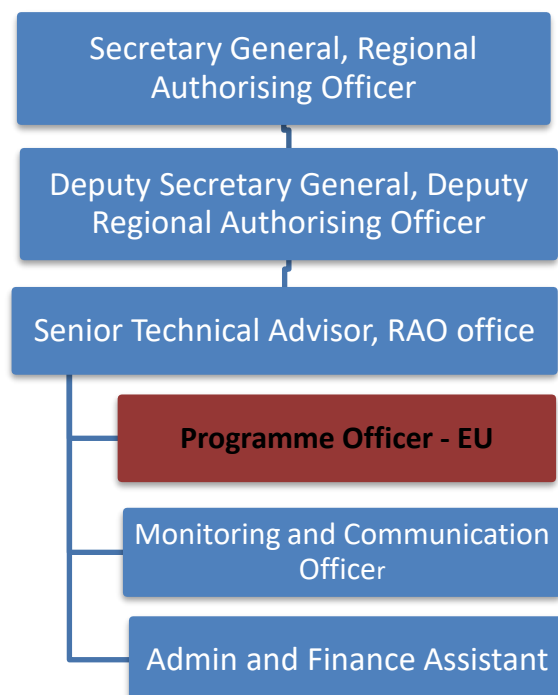
Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The Forum Leader's Vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands 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



The position of Programme Officer – EU encompasses the following major functions or Key Result Areas:

1. Training support to SIS NAOs and TIAs

- Prepare and service coordination meetings with PACP NAOs, TIAs, NSAs, etc. This includes the Regional Steering committee meeting, EDF programme meetings and other meeting related to the function of the RAO office and the EU/PACP Co-operation;
- Effectively support the preparations of the TECCBUF Annual Work Plans, Budgets and Reports;
- Prepare/circulate summary reports and ensure adequate follow up;
- Prepare periodic summary reports (at least 6-monthly) on progress of implementation and financial situation (commitments/ disbursements) in relation to the EDF-RIP and circulate to all PACP NAOs;
- Assist in the drafting of memos and briefs;
- Effectively support the awareness on PRIP to relevant stakeholders;
- Assist in the selection, planning and implementation of communication and visibility activities which will be implemented on the basis of the new communication and visibility strategy.

2. Support to coordination and communication

- Prepare and service coordination meetings with PACP NAOs, TIAs, NSAs, etc. This includes the Regional Steering committee meeting, EDF programme meetings and other meeting related to the function of the RAO office and the EU/PACP Co-operation;
- Effectively support the preparations of the TECCBUF Annual Work Plans, Budgets and Reports;
- Prepare/circulate summary reports and ensure adequate follow up;
- Prepare periodic summary reports (at least 6-monthly) on progress of implementation and financial situation (commitments/ disbursements) in relation to the EDF-RIP and circulate to all PACP NAOs;
- Assist in the drafting of memos and briefs;
- Effectively support the awareness on PRIP to relevant stakeholders;
- Assist in the selection, planning and implementation of communication and visibility activities which will be implemented on the basis of the new communication and visibility strategy.

3. Monitoring of regional initiatives

- Facilitate the development and implementation of user-friendly monitoring system for ALL 11th EDF programme including Intra-ACP programmes and regional EU-budget line programmes.
- Coordinate the EDF Programmes and Project reporting and the verifications at the RAO level against respective Programmes' and Projects' documentations – Financing Agreement Contribution or Grant Agreements and brings to attention any anomalies and opportunities;
- Review programme reports by implementing partners and provide constructive feedback.
- Participate in meetings, seminars and workshops on matters related to PIFS-led policy/sector development initiatives (Pacific Plan; Forum Compact; etc.) and report where appropriate on the EDF;
- Provide feedback to the EU and relevant stakeholders in consultation with the STA-RAO;
- Provide assistance where necessary, oversight monitoring for the monitoring of indicators related to MDGs /SDGs;

4. Procurement and Contracting plus, Ongoing Help Desk Support

- Prepare TECCBUF Procurement Plan for each year, with overall guidance by the STA-RAO;
- Assist in the preparation of tender dossiers, mainly technical assistance for services, in close consultation with the STA-RAO, and relevant PIFS Procurement Section and EU Delegations services where necessary;
- Assist in the supervision of service contracts, this includes the organisation of ad-hoc consultation and briefings with relevant parties;
- Facilitate Addenda for Programmes and projects and any requests to EU Delegations, with overall guidance by the STA- RAO;
- Effectively support relevant Implementing Agencies on their 10th EDF project closure activities, whereby some are still ongoing, and others' closure are forthcoming;
- On an ongoing basis effectively attend to and respond to queries by PACP countries and TIAs on any item relating to the PRIP, EDF procedures, implementation and closures.

Position Accountabilities

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

<p><i>Planning & Prioritising</i></p> <ul style="list-style-type: none"> ▪ Identifies and describes near to medium term priorities within multi-year initiatives ▪ Translates related tasks and activities associated with key initiatives into SMART objectives (operational / tactical) ▪ Estimates budget implications associated with personal and team objectives ▪ Gathers information from multiple sources to prepare progress / status reports in relation to plans 	<p><i>Communicating with Purpose & Effect</i></p> <ul style="list-style-type: none"> ▪ Writes / prepares detailed, and as required, lengthy reports using consistent and appropriate language ▪ Assembles disparate information into coherent 'narrative' ▪ Uses influencing techniques to gain support and cooperation from others ▪ Explains difficult concepts concisely and in readily understood terms both verbally and in writing
<ul style="list-style-type: none"> ▪ Advises and confirms the objectives of those in jobs up to Band 7 ▪ Organises, in discussion with manager, own priorities for periods of up to a month ahead ▪ Provides direct input to KRA plans 	<ul style="list-style-type: none"> ▪ Demonstrates a clear understanding of the advantages and disadvantages of different media in communication ▪ Prepares and delivers presentations at team and KRA level meetings ▪ Applies a range of questioning techniques
<p><i>Leading & Collaborating</i></p> <ul style="list-style-type: none"> ▪ Works under general supervision ▪ Seeks opportunities to engage and assume responsibilities in projects where capacity permits ▪ Reads the mood of a team and displays appropriate behaviours to build positivity ▪ Diffuses potentially difficult interpersonal situations before they escalate 	<p><i>Applying Critical Thinking</i></p> <ul style="list-style-type: none"> ▪ Exercises a healthy level of skepticism when confronted with new information ▪ Understands and explains key principles and theories associated with the subject matter relevant to own role

<ul style="list-style-type: none"> ▪ Mentors / coaches less experienced staff ▪ Leads teams of administrative / property staff, and in some instances, entry level professionals ▪ Collaborates effectively in teams where team members may be geographically dispersed ▪ Provides objective feedback on others' performance in a supervisory capacity ▪ Understands own strengths and weaknesses 	<ul style="list-style-type: none"> ▪ Complements 'how' things are done with 'why' things are done ▪ Accesses and references credible research / literature in seeking solutions to issues ▪ Discusses technical challenges with colleagues to help overcome challenges ▪ Demonstrates persistence in solving problems ▪ Offers suggestions / points of view at team meetings ▪ Applies analytical and synthesis skills
<p><i>Developing & Strengthening Relationships</i></p> <ul style="list-style-type: none"> ▪ Develops professional relationships with peers in partner / stakeholder organisations ▪ Recognises subtle signs in relationships that indicate closer attention to the health of the relationship is required ▪ Demonstrates a good understanding as to the nature and basis of both collegial and key institutional relationships ▪ Uses sound judgement and professionalism to respond appropriately to sensitive requests ▪ Uses respectful and unambiguous language as a key means to strengthen relationships ▪ Places self in others' situations to better understand and respond to needs ▪ Focuses on resolving interpersonal differences with colleagues in a timely and effective way 	<p><i>Delivering Value</i></p> <ul style="list-style-type: none"> ▪ Understands relevant professional standards and applies these ▪ Reviews own work before progressing it to others for review ▪ Clarifies and confirms others' needs before committing to a course of action ▪ Fulfils reporting requirements and explains irregularities / unexpected outcomes ▪ Designs reporting templates ▪ Interprets status / progress reports in the context of trends ▪ Makes suggestions to help manage expenditure to optimise 'value for money' ▪ Understands and explains the concept of 'value chain' and knows how their role is situated within the value chain <p>Develops content and undertakes research used in the provision of advice, speeches and publications</p>

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:

- Providing expert advice and conducting training workshops
- Ensuring proper coordination and communication with all stakeholders concerned
- Ensuring proper complementarities and synergies between regional and national level
- Drafting high quality advice, briefings, aid effectiveness reporting and other bureaucratic writing
- Contributing to development partner and regional meetings
- Maximising visibility and awareness

Functional Relationships & Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> ▪ CROPs and sub-regional Organisations ▪ European Commission, EU Delegation to the Pacific, ACP Secretariat, ▪ Other Donor Agencies active in the Region, including DFAT, NZAid and SIDA ▪ Multilateral banks such as ADB, World Bank, IFC et al. ▪ NAOs, TIAs, other Stakeholders 	<p>Liaising, gaining cooperation, communicating, facilitating, mediating</p> <p>Gaining cooperation, giving/receiving information, liaising, communication, coordinating, advising, facilitating, mediating</p>
Internal <ul style="list-style-type: none"> ▪ RAO, PIFS Executives ▪ PIFS Professional ▪ Support Staff 	<p>Interacting, responding, communicating, writing, contributing, recommending and advising</p> <p>Interacting, responding, communicating, writing, liaising, advising, contributing, cooperating, mediating, coordinating</p> <p>Leading by example, guiding, explaining, gaining cooperation, resolving minor conflicts, rewarding for work well done.</p>

Level of Delegation

- Cannot authorise any cost
- Cannot sign standard letters on Secretariat letterhead
- Cannot approve any contractual matters

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"> ▪ A degree in Economics, Project Management, Public Policy Management, Social Science or related discipline. 	<ul style="list-style-type: none"> ▪ A Post-Graduate Degree in related discipline

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years relevant work experience on development assistance of which some 5 years has been spent in a developing country • Extensive knowledge of EU development policy and a broad understanding of development and sectoral issues in the Pacific Region • Experience in providing training on EDF • High-quality bureaucratic writing skills • Strong computer skills including word processing and spreadsheet applications • Excellent communication skills 	<ul style="list-style-type: none"> • Previous experience of working within a Pacific Island Government and/or a regional or international organisation; • Ability to work with a small team of professional staff and NAOs of Small Island States; • Extensive knowledge of donor funded development projects; • Knowledge and experience of EDF funded programmes, in project cycle management, and in Logical Framework methodology; • Readily adaptable to CROP Agency procedures and formats.

Other Capabilities/Behaviors

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

Building for the Future	<ul style="list-style-type: none"> ▪ 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 ▪ Contributes to the drafting of papers, presentations and speeches focused on future states (both desirable and undesirable) ▪ Understands and explains the implications of internal and external policy decisions on possible future directions / outcomes associated with own and team's work ▪ Actively contributes to change initiatives ▪ Explains our vision and mission to others
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Advancing Personal & Professional Growth	<ul style="list-style-type: none"> ▪ Participates in on-the-job training and structured training arising from consultation with supervisor, typically focussed on immediate work areas ▪ Consolidates technical / professional knowledge to strengthen ability to operate under minimal direction ▪ Shares technical / professional knowledge with colleagues ▪ Reads relevant journals / articles etc. to keep up to date with changes occurring in domain ▪ Documents new information so that it's accessible to other team members
Promoting Effective Workplace Practices	<ul style="list-style-type: none"> ▪ Proposes agenda items for internal meetings and speaks to these items at meetings ▪ Prepares for meetings ▪ Provides research and professional support to senior officers ▪ Invites peers to review their work ▪ Reviews the work of peers and offers suggestions thoughtfully and respectfully ▪ Keeps abreast of contemporary workplace practices and finds opportunities to share relevant insights ▪ Reads financial statements and understands how the work they are engaged in is funded ▪ Provides feedback / input to policy reviews ▪ Estimates times and costs of team-based decisions
Managing and Coordinating Projects	<ul style="list-style-type: none"> ▪ Coordinates effectively with third parties in progressing multi-country / multi-agency projects ▪ Contributes to project planning activities including the estimation of time, costs, resources, dependencies and sequencing ▪ Manages specific aspects of projects ▪ Demonstrates resilience in instances where projects are not tracking as planned ▪ 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 ▪ Suggests improvements to project related processes / resources based on observation and experience ▪ Participates in project reviews
Using Systems, tools and technology	<ul style="list-style-type: none"> ▪ Uses intermediate to advanced features of one or more software applications relevant to own role (eg. 'tracking' in Word and 'charting' in Excel) ▪ Helps / trains others in the use of specific software features ▪ Translates business requirements into technology solutions ▪ Develop ICT policies

	<ul style="list-style-type: none"> ▪ Identifies which software is likely to be most suitable in helping to resolve a business issue ▪ Supports and champions the adoption of new systems and technologies ▪ Designs new processes as technologies become available ▪ Seeks opportunities to digitize forms, information etc. to drive better information management practices ▪ Uses and advocates the use of technology to reduce costs and time without compromising quality
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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. SUMMARY OF CONDITIONS, BENEFITS & ENTITLEMENTS

The Forum Secretariat is part of the participating agencies of the Council of Regional Organisations of the Pacific (CROP) 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 Programme Office - EU.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position.
- *Practice:* The successful candidate will be entitled to a contract term of three years subject to a satisfactory medical examination and performance during a six-month probation period. On completion of three years at the Secretariat, a contract may be renewed twice for up to three (3) years based on performance, funding, and the need for the position, for a maximum employment term of nine (9) years.

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 between Band 9 to 10 and an offer will be made commensurate to the successful candidate's skills and experience. This salary 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 26,955 to SDR 45,618 per annum**. At the 1 April 2019 exchange rate this salary range was equivalent to **FJD79,772 to FJD135,004**.

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 (currently 10%), 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 in Suva. The assistance for overseas locations will be set following a review of the rental housing market.

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 (in Suva) and up to a maximum of FJD53,406 per family per annum. The assistance for overseas locations will be set following a review of the local school fees.

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 **28 June 2019**. 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 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.