



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

PROGRAMME ADVISER (TRADE)

JULY 2019

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About The Pacific Islands Forum Secretariat

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 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.

For more information about PIFS visit www.forumsec.org.

About the Programmes & Initiatives Team

The policy work of the Secretariat is divided into 3 broad divisions, Policy, Governance & Engagement, Programmes & Initiatives, which depicts the different stages of the regional public policy cycle.

The Programmes and Initiatives team is focused on driving a coordinated and aligned regional programming & initiatives, 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.

About the Position

The role of Programme Adviser (Trade) is focused on the management of trade partnerships and agreement negotiations and the implementation of donor programmes and initiatives.

Responsibilities Include, but not limited to:

- Driving coordinated implementation of regional programming and initiatives that effectively respond to the directives of PIF Leaders,
- Work with Member countries and provide advisory, and technical support – [particularly in the areas of climate change, trade, fisheries, economic governance] as may be needed to drive ownership of key regional priorities
- Monitor and analyse regional issues and oversee the development of and/or conceptualize, formulate and manage major studies, analyse key trends and changes for various regional policy issues and provide relevant input into all policy documents circulated for peer review
- Providing timely and high-quality advice/reports to SMT (and Members) on key regional initiatives and programmes, including challenges on implementation
- Reporting to Leaders/ministers/officials on status of key regional priorities and options for strengthening (if any)
- Stakeholder engagement focused on coordinated and coherent programming designs and responses

General Capabilities

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieve greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, PIFS has produced a Capability Framework (CF) that provides a common platform to clarify performance expectations and job behaviours required for roles at various levels. Details of each CF Competency may be different for the position's Band Level, refer Annex 1.

CORE CAPABILITIES:

Planning & Prioritising	"Developing and committing to personal, team, KRA and organization wide plans"
Communicating with Purpose and Effect	"Clear communication while knowing your target audience and the outcomes you are seeking"
Leading and Collaborating	"Actively leads self, others and organization to establish a positive and productive organization culture"
Applying Critical Thinking	"Gathering, organizing and analyzing information for effective decision making"
Developing and Strengthening Relationships	"Working cooperatively and establishing, developing and maintaining business relationships"
Delivering Value	"Deliver Outcomes that meet agreed quality and timeliness measures"

SUPPLEMENTARY CAPABILITIES:

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

Position Accountabilities

The incumbent is administratively accountable to the Director Programmes and Initiatives and will work closely with the Programmes and Initiatives Team to advance the responsibilities of the unit. However, within this divisional context, the work of the Secretariat at the operational level is driven by an annual Key Result Framework (linked to the Budget), which sets out the organization's core deliverables.

Thus, at any given year, Officer level staff will be required to coordinate on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Officer level staff will be required to collaborate with other officers and technical staff that may not necessarily sit within the Programmes and Initiatives Team. This matrix management structure allows for greater staff collaboration and teamwork – resulting in robust policy options.

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

Position complexities

Most challenging duties typically undertaken:

- Coordination and drafting of complex policy papers and briefs within a tight timeline by understanding the different interests of Member countries and external partners (where applicable)
- Practical experience in the implementation of trade agreements and trade policy
- Managing complex political and sensitive issues and partnerships in a diplomatic and professional manner
- Supporting high level regional consultations and representing the interests of the PIF in both the regional and international fora
- Coordinating and liaising with Forum Member Country Officials and other counterparts / stakeholders to organise meetings that deliver high quality outcomes
- Leading and managing staff on specific KRA initiatives (as required) and ensuring collaborative working relationships

Qualifications and experience required for the role

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:

- An advanced degree (preferably postgraduate level or equivalent) in Economics, Law or International Trade/Investment or a related discipline
- Extensive relevant work experience at a senior level dealing with economic and multilateral trade policy issues in the Pacific region or in an international environment
- Extensive direct practical experience with international trade negotiation and the provision of high-level policy advice on negotiation strategy and substance
- Sound experience and knowledge of the trade and economic issues and challenges facing FICs
- Extensive experience with government Officials and Ministers in direct reporting, liaison and coordination roles
- Sound staff management experience and evidence of leading teams to achieve outcomes, set priorities successfully, to work alone with other professionals with minimal direction and supervision and ability to meet tight deadlines

Other Desirable Knowledge/Experience:

- Experience working in a Ministry of Foreign Affairs or other protocol-based position
- Experience working in government trade negotiation teams
- Experience in working in a cross-cultural environment
- Ability to develop strong relationships with counterpart governments and to respond to their needs
- Ability to assess counterpart government needs and provide appropriate support either directly or through consultants

- Strong analytic skills and the ability to master new material quickly including High-quality bureaucratic writing skills

Functional relationships & Relationship skills

The role will need to liaise with many stakeholders, key contacts and typical nature of their relations are:

External:

- Forum official,
 - Development partners, regional & multilateral organisations, etc
 - Civil society, NGOs, donors and private sectors
- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes
 - Conversations during regional meetings to build understanding and address issues
 - One-on-one meetings on topical issues

Internal:

- Secretary General and other members of Senior Management team
 - Other KRA Advisers
- Provision of written and verbal briefings on subject areas
 - Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests
 - Discussions on strategic programme directions
- Other reporting officers & Admin staff
 - Staff in other reporting lines
- Regular group meetings to share information
 - Informal one-on-one conversations
 - Emails and written briefings and/or seek inputs for work
 - Collaborative Inputs to papers and presentations

Direct Reports

The role has the following staff responsibilities:

- One direct report
- Upto five indirect reports managing a KRA Objective

Level of Delegation

The position holder may be required to manage funding for the assigned KRA according to PIFS Financial policies and procedures.

Additional Information

- PIFS advocates for equal opportunities
- Incumbent is physically fit and able to travel frequently
- Hold a current passport valid at least 6 months

Change of Position description

This position description may be subject to change from time to time in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required.

This Position Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

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 Adviser (Trade).

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 on the Adviser Bands, 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 starting salary will be in the range of **SDR 36,640 to SDR 42,297 per annum**. At the 1 May 2019 exchange rate this salary range was equivalent to **FJD108,724 to FJD125,510**.

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

- *Practice:* Remuneration is taxable for Fiji nationals and may be tax-free in Fiji for non-Fiji nationals. It is the responsibility of the
- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.

Other Benefits

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

Administrative Information

The closing date for applicants is **23 August 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.