



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

**PERMANENT (FORUM) REPRESENTATIVE
to the WTO & UN in GENEVA**

SEPTEMBER 2019

CONTENTS

About the Pacific Islands Forum Secretariat

About the Programmes & Initiatives Team

About the Position

General Capabilities

- Core Capabilities
- Supplementary Capabilities

Position Accountabilities

Position complexities

Qualifications and experience required for the role

Functional relationships & Relationship skills

- External
- Internal

Direct Reports

Level of Delegation

Additional Information

Change of Position description

Summary of Conditions, Benefits & Entitlements

- Contract Term
- Working hours
- Salary
- Superannuation
- Housing
- Education
- Recruitment & Repatriation Entitlement
- Establishment Grant
- Health/Life Insurance
- Annual Leave
- Sick Leave
- School Holiday Travel
- Home Leave Travel
- Repatriation Grant
- Tax Status
- Other Benefits

Administrative Information

- Application closing date & requirements.
- Mailing & online Addressee
- PIFS's Website

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 & 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.

About the Position

The Permanent (Forum) Representative to the World Trade Organisation (WTO) and United Nations (UN) in Geneva reports to the Director for Programmes and Initiatives and is responsible for the oversight and administration of the Office of the Permanent Delegation of the Pacific Island Forum to the WTO and UN in Geneva (PIF-Geneva Office). This job involves staff management, extensive international representation at Ministerial and Officials level meetings, the provision of high-quality technical assistance and policy advice (to key counterparts personally and via the work of consultants), and the oversight of budget and other accountability and administrative systems.

While the PIF-Geneva Office has predominantly focused on supporting Forum Member Countries at the WTO, it has recently become accredited to the UN in Geneva. It is envisaged that the role of Permanent Representative over time will encompass greater engagement at the UN in Geneva on behalf of the Pacific Island Forum region, contingent on the availability of resources and the priorities of Forum Leaders.

The Permanent Representative will provide leadership within the program and will also be responsible for liaising and collaborating with Forum Members at Officials and Ministerial level, overseeing the management of protocol at meetings attended by Ministers, and liaising and coordinating with counterpart CROP agencies and other relevant regional and international organisations.

Responsibilities Include, but not limited to:

1. Represent the interests of Forum Members at the WTO and UN as and when mandated by Forum Leaders through the Pacific Islands Forum Secretariat;
2. Manage the Permanent Delegation of the Pacific Islands Forum to the WTO and UN in Geneva in an efficient and responsive manner, including management of budgets, monitoring and reporting requirements and supervision of staff in line with the agreed Work Programme according to the Forum Secretariat requirements;
3. Manage a team to support Ministerial attendance at WTO and UN meetings in Geneva, and provide training, and managing and facilitating the work attachment of rotating representatives at the Permanent Delegation; and,
4. Provide high-quality technical advice and assistance to stakeholders in matters relating to WTO and relevant UN issues and negotiations.

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 position holder is administratively accountable to the Director Programmes and Initiatives and will work closely with Programmes and Initiatives to advance the responsibilities of the Office. However, within the context of this key focal area, the work of the Secretariat - at the operational level - is driven by an annual Key Result Framework (which is closely linked to the annual Budget), and which sets out the organization's core deliverables.

Specifically, the position's accountabilities will be aligned to the key responsibilities outlined below:

1. Represent the interests of Forum Members at the WTO and UN agencies in Geneva as and when mandated by the Forum Islands Leaders through the Pacific Islands Forum Secretariat:

- Requests for representation are responded to promptly and Forum Members are satisfied with the quality and timeliness of the response;
- Forum Members' interests are appropriately represented in member groupings and negotiating positions that reflect their interests;
- Ministerial attendance at meetings is efficiently managed and appropriate information communicated to participants;
- Ensure the provision of relevant internship opportunities to Member States on a regular basis that are aligned to their areas of interest at the WTO and relevant UN agencies;
- Forum Members are provided with advice and services by PIF-Geneva Office and third parties where appropriate and the quality control and coordination of this task is maintained;
- The Forum Secretariat is represented at relevant international meetings and fora, and is able to effectively engage and represent regional interests;
- High quality briefing and reporting on WTO and relevant UN issues is received by the Forum Secretariat.

2. Manage the Permanent Delegation of the Pacific Islands Forum to the WTO and UN in Geneva in an efficient and responsive manner, including management of budgets, monitoring and reporting requirements and supervision of staff in line with the agreed Work Programme according to the Forum Secretariat requirements:

- The budget for the PIF-Geneva Office is managed efficiently and effectively, is spent according to and in line with approved program and expenditure plans;
- Reporting is of high quality and meets the needs of the Forum Secretariat and relevant donors;
- Staff levels are maintained and turnover is managed effectively without compromising the performance of the PIF-Geneva Office;
- Staff are well managed, have clearly defined milestones and deliverables, and perform their tasks efficiently and effectively;
- Staff are well briefed on higher-level regional issues including Forum Secretariat priorities and activities;
- Liaison and communication with Director, Economic Governance is regularly maintained.

3. Manage a team to support Ministerial attendance at WTO and relevant UN meetings and to provide training, manage and facilitate the work attachment of rotating representatives at the Permanent Delegation

- Seamless operation occurs between the Forum Trade offices' use of shared structures. Forum Members are able to easily access these opportunities via contact details of training providers.

4. Provide high quality technical advice and assistance to stakeholders in matters relating to WTO and UN issues and negotiations in Geneva.

- The Forum Secretariat is well briefed and able to make quality decisions on key issues regarding developments in the WTO and relevant UN fora
- Bi-monthly reports are received by the Forum Secretariat
- Urgent requests are prioritised appropriately and responded to on time

In any given year, the PIF Permanent Representative will be required to manage - on one or more of these key result areas – for which some may sit within the responsibilities of other PIFS Directors. Similarly, the Permanent Representative will be required to manage, with other Forum Secretariat Advisers and technical staff, work areas 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:

- Representing the interests of Forum Members at high-level WTO, UN and other International fora as appropriate;
- Overseeing the effective functioning of the Office including the management of budgets, ensuring proper expenditure and in line with approved plans, ensuring staff levels are appropriately maintained and managing staff to perform support duties effectively and efficiently; and
- Responding quickly and accurately to requests for advice
- 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 Development Economics, International Trade or Business Administration
- At least five (5) years' experience in international representation including through leading delegations at the WTO, UN and other international fora on behalf of Forum Members
- Experience leading trade negotiation teams
- Experience managing teams of 5 – 15 staff to deliver representational and policy outcomes
- Extensive relevant work experience at a senior level dealing with economic and multilateral trade policy issues in the region or in an international environment;
- Sound knowledge and understanding of trade, socio-economic issues and problems facing Forum Members in relation to international, regional economic integration, trade and development issues;
- Extensive experience with government Officials and Ministers in direct reporting, liaison and coordination roles
- Extensive staff management and leadership to produce high-quality outcomes

Other Desirable Knowledge/Experience:

- At least five (5) years' experience managing an organization or department, including budget management, human resource management and strategy development.
- Ability to mediate and provide high level policy advice on regional and multilateral trade and economic issues;
- Experience in working in a cross-cultural environment
- Ability to supervise other professionals, provide direction and work successfully to tight deadlines;
- Strong analytical skills and the ability to master new material quickly;
- Ability to bring in skills as needed through consultancies, liaison with counterparts or direct recruitment.
- Ability to develop strong relationships with Forum Members and to respond to their needs
- Ability to assess Forum Members' 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

Direct Reports

The role has the following staff responsibilities:

- Two direct reports

Level of Delegation

The position holder may be required to manage funding:

- Manages operational budgets totaling CHF200,000
- Can authorize up to CHF1,000 of costs in own budget
- Can sign standard letters on the office letterhead

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,
- EU/Donor Partners
- Forum Members

- Representing, advising, responding, influencing and persuading
- 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 and Managers
- Other reporting officers & Admin staff
- Staff in other reporting lines

- 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
- 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

Additional Information

- PIFS advocates for equal opportunities
- Incumbent is physically fit and able to travel frequently
- 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.

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 Permanent (Forum) Representative to the WTO & UN in Geneva.

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 for up to three (3) years based on performance, funding, and the need for the position, with a maximum employment term of nine (9) years.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* You will be expected to work a minimum of 37 hours per week. The exact hours worked may be flexible to accommodate the needs of the PR-WTO & UN Office and your personal convenience but you must maintain a diary showing the hours worked. During core office hours (10:00am - midday and 2:00pm - 4:00pm on weekdays) you will be expected to be on duty.

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:* Salary for the Permanent (Forum) Representative – WTO & UN position depend on qualifications and experience. Paid in US Dollars, this range is within SDR42,297 to SDR47,534. At the 1st August 2019 exchange rates this was equivalent to FJD125,622 to FJD141,176 per annum. This salary is also dependent on foreign exchange rates at the time of payment.

Cost of Living Difference Allowance

- *Principle:* To provide the differential cost of living allowance for working in international posts outside Fiji.
- *Practice:* Your adjusted base salary includes a cost of living differential allowance, paid in USD, in the range of SDR13,718 to SDR15,836. At the 1st August 2019 exchange rates this was equivalent to FJD40,743 to FJD47,033. This Allowance will change with movements of salary and cost of living differential.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* You will be entitled to an employer superannuation contribution in accordance with the minimum legal employer contribution rate of the host country or Fiji, whichever is higher. This could be paid to you as a supplement to your salary or to a superannuation fund nominated by you.

Housing

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* You will be eligible for a housing allowance based on 75% of the actual cost of renting a suitable house. This allowance paid shall be up to the maximum of USD6,075 per month.

Education

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* You will receive education assistance for each dependant child equating to 75% of actual education costs or 90% if educated at the International School in Geneva, Switzerland. The maximum will be tied to 90% of the Form 7 fees at the International School in Geneva, Switzerland. The total allowance payable per annum per family is three times the maximum payable for one dependant child.

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:* Expenses covering airfares and accommodation en route for yourself and your accompanying dependents between your place of normal residence and Geneva at the time of recruitment and repatriation by the shortest and most economical route.
- The reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as set out in the Remuneration Regulations.
- The Secretariat will meet hotel accommodation (i.e. hotel room only) for you and your dependents up to 6 working days on arrival and departure. Accommodation on arrival may be extended depending on circumstances.

Establishment Grant

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 2,500 on arrival.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practice:* The Secretariat will pay up to a maximum of USD2,000 per annum for the cost of arranging life insurance for yourself and health insurance coverage for yourself and your dependents.¹

Motor Vehicle

- *Principle:* Use of PIFS motor vehicle by the head of the Secretariat or one of its in-country offices.
- *Practice:* You will also be entitled to use the Geneva Office vehicle for private use when the vehicle is not required for official use during working hours. The type of vehicle selected will be at the discretion of the Secretary General. The vehicle is to be made available to other Geneva Office staff for work related use during working hours. Vehicle costs of fuel, maintenance and insurance will be met by Geneva Office.

Expense Allowance

- *Principle:* To provide allowance for hosting official duties.
- *Practice:* You will be paid USD1,000 per annum for hospitality and entertainment required in the course of your work.

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.

¹ Travel insurance will be provided by the Geneva Office to cover risks associated with official travel.

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 Geneva 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 tax-free in Forum member countries. It is the responsibility of the incumbent to check their tax status in their relevant country.
- *Principle:* In accordance with the agreement establishing Geneva Office, staff who are not nationals of the host country are exempt from Geneva income tax. You will be responsible for confirming your tax status with your government and meeting any related obligations.

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 **4 November 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.