



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

## **Applicant Information Package**

**TEAM LEADER  
COMMUNICATIONS & PUBLIC AFFAIRS**

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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](http://www.forumsec.org).

## About the Communications & Public Affairs Team

As set out in PIFS Strategic Framework, the Forum Secretariat supports Forum Members to work together through deeper forms of regionalism in support of sustainable development, economic growth, good governance and security.

The work of the Communications and Public Affairs Team is to strengthen the role of the media and stakeholder engagement for the Pacific Islands Forum Secretariat.

## About the Position

The role of the Team Leader Communications & Public Affairs is to provide quality oversight and support to the Public Affairs Unit and to strengthen the role of media and stakeholder engagement for the Pacific Islands Forum Secretariat

Responsibilities encompasses the following major functions or Key Result Areas:

- Positioning
- Branding
- Day-to-day management of staff & the budget of the Public Affairs Unit

## 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.

**CORE CAPABILITIES:**

<b>Planning &amp; Prioritising</b>	"Developing and committing to personal, team, KRA and organization wide plans"
<b>Communicating with Purpose and Effect</b>	"Clear communication while knowing your target audience and the outcomes you are seeking"
<b>Leading and Collaborating</b>	"Actively leads self, others and organization to establish a positive and productive organization culture"
<b>Applying Critical Thinking</b>	"Gathering, organizing and analyzing information for effective decision making"
<b>Developing and Strengthening Relationships</b>	"Working cooperatively and establishing, developing and maintaining business relationships"
<b>Delivering Value</b>	"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 reports to the Deputy Secretary General and will work closely with the Communications and Public Affairs 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.

Specific accountabilities for the position encompasses the following key result areas:

**1. Positioning**

- Ensures planning and design of internal and external strategies for communications and outreach geared towards supporting PIFS partnership-building initiatives
- Progress key communications policy (ies) in relation to the communications work within the Secretariat and to reflect engagement with multiple stakeholders
- Coordinate region wide surveys among government, NGOs, development partners, the media and other stakeholders on the effectiveness of information networks and systems in communicating the activities of the Forum including the FPR
- Preparation and updating of an effective communication strategy(ies)
- Liaise with the Programme Directors and Advisers on media and information campaigns required for the various Programmes
- Provision of on-going advice to the Secretariat and to Senior Management on communications issues and strategies, taking into account individual audience needs
- Coordinating the implementation of partnership and communication initiatives with regional media networks and communication actors.
- Providing suggestions on communication issues and on strategies for addressing them
- Oversight of the content development, expansion and continual assessment of the quality and relevance of web-based information services
- Promoting optimum visibility of PIFS activities through effective media relations, placement and distribution of information material and creative partnerships

- Creating and maintaining public awareness of the Secretariat's work, policies, positions and actions
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## **2. Branding**

- Managing the writing, development, design, production and dissemination of diverse publications and news releases through a variety of media, including print, broadcast and social media.
- Collaborating closely with other colleagues and facilitates knowledge building and knowledge sharing
- Strategic approaches to complex political and regional issues and ability to navigate comfortably the expectations placed on a free media
- Coordinating input from internal and external stakeholders for the publication of timely, accurate and effective communications material
- Dissemination of Forum Leaders' decisions to reach some of the remotest parts of the member countries

## **3. Day-to-day management of staff and the budget of the Public Affairs Unit.**

- Oversight of the management of an operating budget including the preparation of forecasts and plans, annual reporting and reviews.
- Providing leadership and strategic guidance to the staff in the Communication & Public Relations Unit.
- Ensuring that individuals in the unit are aware of how their work will contribute to the work of the Unit and the wider Forum Secretariat, including through the formal Individual Performance Review Form (IPRF) system and more informal mechanisms, such as annual planning days.
- Supporting opportunities for staff to improve their skills and knowledge, both in the workplace and outside.
- Fostering a team environment that is open, innovative and adaptable to change

At any given time, the Team Leader will be required to lead on one or more of these key result areas – some of which may sit within the responsibilities of other teams within the organization. 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:

- Innovative approaches to lifting the Secretariat's visibility amongst its many stakeholders

## **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 may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies:

- A Masters degree in Communications, International Relations, Media or any other relevant Social Sciences degree
- At least 10 years relevant work experience
- An excellent communicator and strong analyst
- A critical thinker with sound judgement and an understanding of the Pacific's political landscape

- A sound knowledge of and experience in Pacific media and communications, institutions and processes
- Experience in writing and editing of speeches and press statements and international meetings

*Other Desirable Knowledge/Experience:*

- A keen ability to work with other professionals, institutions and people
- Applies an objective and ethical approach to the work
- Believes in democracy and the freedom of speech and the value of a free media

## 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, Forum Education Ministers
  - Development partners, regional & multilateral organisations, UN systems, WHO, 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 three direct report.

## Level of Delegation

The jobholder:

- Manages operational budgets of at least \$100,000
- Can authorise costs up to \$5,000
- Cannot sign standard letters on the Secretariat letterhead

## Additional Information

- PIFS advocates for equal opportunities, promotes environmentally sustainable practices and champions health & well-being for its staff
- 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.

## 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 Team Leader - Communications & Public Affairs.

### 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:* 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 41,220** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to, **FJD110,262 to FJD124,045**.

### 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. The assistance for locations outside Suva will be set following a review of the local school fees.
- *Practice:* 75% of actual costs of fees for tuition, board and sanctioned tutorials are reimbursed up to a maximum of FJD21,855 per child per annum (in Suva) and up to a maximum of FJD65,565 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**

- *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 **16 December 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](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.