



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

DEPUTY SECRETARY GENERAL

NOVEMBER 2019

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About The Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region's political and economic policy organisation.

The work of the Pacific Islands Forum Secretariat (PIFS) is guided by the **Framework for Pacific Regionalism** (FPR), endorsed by Forum Leaders in 2014, which embraces, their Vision for:

A region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives: and calls for;

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 ambition is for the *Blue Pacific* to 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 across the vast oceanic continent, with its natural resources and environment, biodiverse ecosystems, cultures and, livelihoods and prospects.

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

About the Executive Team

The Executive arm of the Secretariat is focused on providing leadership to the organisation in line with the Secretariat's values, and strategically managing the Secretariat in support of the Forum Leaders mandate, through an agreed five-year Strategic Framework 2017-2022, with four strategic outcomes, being: Promoting People-Centred Development; Maximising the Potential of the Pacific Ocean; Economic Prosperity; and, Strong Governance for a Peaceful & Stable Region.

The Executive oversee four functional areas of the organisation – Policy, Governance and Engagement, Programmes and Initiatives and Corporate Services to deliver on the Forum's prioritised regional Agenda.

About the Position

The primary role of Deputy Secretary General is to support the Secretary General in the efficient management and operation of the Secretariat. Further, the Deputy Secretary General, as the primary adviser to the Secretary General on all regional policy initiatives, will be expected to ensure a coherent and consistent approach to progressing the Leaders' decisions and working through the existing regional architecture and mechanisms in place.

To facilitate the above, the incumbent will support the Secretary General in:

- Ensuring the overall planning, implementation and ongoing review to deliver the Secretariat's agreed annual statement of intent (work programme) and budget;
- Working with the Senior Management Team to ensure timely and accurate policy information, advice and briefings to inform the strategic policy direction and guidance to Leaders and Members, and interaction with Forum and other partners;
- Managing stakeholder and development partner engagements for the Secretariat as a whole.

General Capabilities

The *Forum Secretariat* has, since 2015, undergone organisational reform and restructure, to achieve efficiencies, effectiveness and a greater level of consistency across-the-organisation in the way workforce capability is developed, and capability gaps are identified and addressed. Consequently, PIFS has produced a *Capability Framework* (CF) that provides a common platform - to clarify performance expectations and job behaviours required for roles, at all of the various levels. The position of Deputy Secretary General would be aligned to capabilities listed under Level E of the Capability Framework. A high-level summary of Level E core capabilities is outlined below:

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:

Requisite Supplementary Capabilities that are also deemed relevant for the position 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's accountabilities will be aligned, but not limited to, the key responsibilities outlined below:

Providing strategic advice on the leadership and management of the organisation:

- Advising the Secretary General on the strategic leadership and direction of the Secretariat, including all Secretariat functional areas based on the advice of the four Directors.
- Provide overall leadership and management of the organisation when acting for the Secretary General.
- Working closely with the Senior Management Team and contribute effectively to the decision-making process of the Secretariat.
- Provide operational leadership in the coordination and management of preparations and conduct of key Secretariat organised meetings and events.
- Ensure the effective operation of the Secretariat, including monitoring oversight of the Secretariat's corporate and operational functions.

Providing strategic and managerial advice on the management of the Annual Work Programme for the following functional areas: Policy, Governance and Engagement, Programmes and Initiatives and Corporate Services.

- Provide advice to the Secretary General on the strategic leadership and direction of the Secretariat in its key functional areas: Policy, Governance and Engagement, Programmes and Initiatives and Corporate Services.
- Provide strategic advice on the management of relations with the Forum Membership, management and coordination of Forum partners and stakeholder relations, strategic engagement opportunities to progress the Leader's priorities, strategic policy direction and implementation, and ensuring a robust and fit-for purpose annual strategic work programme and budget for the Secretariat.

Developing and maintaining effective working relationships and partnerships with member countries, CROP agencies, development partners and other stakeholders.

- Provide support to the Secretary General in managing key Secretariat organised meetings and events, in particular the Forum Officials Committee (FOC) meetings, Ministerial-level (such as standing meetings for Forum Economic and Forum Foreign Affairs Ministers) and the Forum Leaders' and related meetings.
- Maintain regular contact with and actively invest in strengthening relations with member governments.
- Support the Secretary General in the conduct and facilitation of the Secretary General's multiple roles, including as the:
 - Permanent Chair of CROP, and Chair of the Deputies SG/DG mechanism to respond to CROP Heads taskings;
 - Pacific Ocean Commissioner with strategic oversight of the Office of the Pacific Ocean Commissioner; and,
 - Deputy Regional Authorising Officer, with strategic oversight of the management of the Office of the Regional Authorising Officer, which coordinates the design, programming, contracting and implementation of the European Development Fund Pacific Regional Indicative Programme.
- Provide direct advice on the strategic leadership and oversight of key development partner fora and high-level summitries.
- Provide oversight and coordination of the mobilization, programming of funding arrangements with key development partners.
- Provide oversight of the management of the Secretariat's public relations and profile.

Representing the interests of the Secretariat and member countries at international, regional and national meetings.

- Lead the Secretariat's delegations to regional and international meetings.
- Provide support to the Secretary General in advocating the interests of the Secretariat and members at national, regional and international meetings.

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:

- Providing strategic leadership to the overall management to the Secretariat
- Ensuring the provision of timely and quality advice to the Secretary General, Leaders and Ministers
- Managing key regional meetings
- Maintaining cordial, constructive and workable relationships with members, partner agencies, development partners and other 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 (or higher) in economic/development studies, political science or a related discipline.
- At least 15 years' experience in a relevant senior management position in economic or political or sustainable development, or a related field - including senior management experience within national government structures of a PIF member country.
- A sound working knowledge and deep appreciation of the economic and political interests and realities of the people of the Pacific Islands, their governments and countries.
- A broad working knowledge of regional and international issues affecting the interests and realities of the peoples, governments and countries in the Pacific Islands region.
- Previous practice experience working in the Pacific regional and/or international environment(s).
- Demonstrated ability to provide high quality policy and or practice advice at the highest levels.
- Demonstrated experience showing awareness and understanding of the development challenges facing the Blue Pacific region - including the importance of promoting sustainable development and good governance and the need to balance these objectives against the requirements of economic growth.

Functional Relationships & Relationship skills

The role will need to liaise with many stakeholders and key contacts. The typical nature of these relations and relationships are:

External:

Forum Leaders, Forum Ministers,
Forum Officials

FOC and its sub-Committees,
CROP Agencies and working
groups, International Agencies,
Development Partners

- Giving and receiving high level information, explaining complex concepts, liaising, facilitating, influencing and persuading, resolving conflict and negotiating, supporting and, or chairing various meetings and mechanisms.

Internal:

- Secretary General
- Directors
- Staff

- Provision of written and verbal briefings on subject areas
- Official internal communication
- Discussions on strategic programme directions
- Provision of advice - explaining complex concepts,
- Liaising, facilitating, influencing and persuading, resolving conflict and negotiating.

Direct Reports

The role has the following staff responsibilities:

- Five direct reports, including four Directors and respective subordinate operational teams
- Communications & Public Affairs unit

Level of Delegation

The position holder may be required to manage funding for the KRA's according to PIFS Financial policies and procedures. This role will be further supported by delegation authorities which stipulate the decision-making contours of this position.

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 Deputy Secretary General.

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 six (6) 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 DSG Band, 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 77,451 to SDR 87,133** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to **FJD233,076 to FJD262,211**.

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 a representation allowance, family leave, maternity leave and special leave at the Secretary General's discretion.

Administrative Information

The closing date for applications is **17 January 2020**. 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.