



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

**PROGRAMME ADVISER (RESILIENT
DEVELOPMENT FINANCE)**

February 2020

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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 Programmes and Initiatives Team

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 Programme Adviser (Resilient Development Finance), PA (RDF) is a key position in the PIFS Resilience Team and is responsible for providing strategic policy and technical advice to support capacity strengthening for DRF in Pacific Island Countries, coordination of the Means of Implementation KRA, and support to the Pacific Resilience Facility.

The incumbent will be responsible to the Director, Programmes & Initiatives and the PIFS Resilience Team Leader and for managing and coordinating PIFS' role in Disaster Risk Finance capacity building for PICs, coordination of the Means of Implementation KRA, and support to the Pacific Resilience Facility. This will complement the secretariat's core work on climate change finance and resilience building.

The PA (RDF) will be responsible for the provision of policy and technical advice, research, and analysis to support PIFS' delivery of relevant activities and other related advice and support required by the PIFS in connection with its leadership role in contributing to the sustainable development priorities of Pacific island countries and territories.

As such the PA (RDF) will be expected to:

- Conduct research and develop knowledge products and technical advice to support PIFS' strategic role in disaster risk finance capacity building in the Pacific through the Pacific Resilience Partnership.

- Provide strategic advice to support the resilient development dialogue within the context of the Forum Official Committee, Forum Economic Ministers Meeting and other relevant fora, including support to the Pacific Resilience Facility.
- Facilitate the coordination of the Means of Implementation KRA within the Secretariat to ensure a coherent approach for the Secretariat's support on development finance, which encompasses climate finance, disaster risk finance, ocean finance, trade and economic finance, and fisheries financing.
- Facilitate capacity support and knowledge sharing on resilient development finance with member countries and other stakeholders
- Facilitate accurate and timely reporting of resilient development finance initiatives
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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:

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 reports to the Director Programmes and Initiatives and the Climate Finance Adviser & Resilience Team Leader and will work closely with the PACRES Team to advance the responsibilities of the unit.

However, within this project team 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. The high-level responsibilities for the position include:

1. Disaster Risk Finance (DRF) Research, Policy/Technical Advice & Advocacy

Undertake research and engage with relevant stakeholders, including the Pacific Resilience Partnership (PRP) to develop technical advice to enhance the capacity of Pacific islands countries

2. Coordinate the Means of Implementation KRA within PIFS

Lead the development of an engagement framework that promotes a coherent approach for the Secretariat's support on resilient development finance, which encompasses climate finance, disaster risk finance, ocean finance, trade and economic finance, and fisheries financing;

3. Support for PRP Disaster Risk Finance (DRF) Working Group

Provide advice, secretariat and coordination support to the Pacific Resilience Partnership DRF Working Group to enable a streamlined regional approach to DRF capacity building for Pacific island countries and territories;

4. Resilient Development Finance Capacity Building

Provide resilient development finance capacity support to Ministries of Finance and other relevant agencies/institutions in Pacific island countries to enhance national strategies and actions for strengthened financial protection against disasters;

5. Support the Pacific Resilience Facility

Provide policy analysis and advice to Management and Members on the role of the Pacific Resilience Facility, particularly matters related to resilient development financing;

6. Knowledge Products, Communication and Advocacy

Work closely with relevant stakeholders to develop information and knowledge products that will create improved awareness and understanding of financial protection measures and the suitability for different country contexts; and

7. Monitoring, Evaluation and Reporting

Support monitoring, evaluation and reporting against resilient development financing in the Pacific to help inform ongoing discourse at national and regional level.

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:

- Experience in supporting skilled experts/consultants and working in a multi-disciplinary team of professionals.
- Regular liaison and coordination with partners and stakeholders to ensure streamlined approaches in support of national resilient development financing priorities.
- Sound analytical, research, numeric skills, and excel spreadsheet skills.
- Consistent support to the PRP Working Group on DRF and the PRF.
- Keeping track of regional and global developments in areas pertinent to resilient development finance capacity development in the Pacific.
- Providing briefing papers and presentations to required standard for Executive, FOC, FEMM and other relevant 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:

- An advanced degree (Master's level) in Economics, finance, climate change, environmental studies, development, public policy, or related field (preferably a postgraduate degree relating to Disaster Risk Management, Climate Change or Development Financing)
- Demonstrated understanding and at least 7 years' experience of developments in Disaster Risk Finance and Insurance and resilient development financing in the Small Island Developing States, preferably in the Pacific region.

- Relevant work experience in drafting work plans and progress reports, production of knowledge products etc.
- Proven experience in providing logistical, organisational and administrative support to senior officials and executives
- Strong communications skills with experience in the development of communication briefs and advisories using print, social and other media
- Significant experience and contextual understanding of Pacific island countries

Other Desirable Knowledge/Experience:

- Understanding of Resilient Development finance agenda at the regional and global levels
- Experience with regional partner and program coordination
- Previous experience with donor financed programs
- Experience in management decision making that is systematic, rational and consistent
- Expertise in Public Finance Management, Development Finance and Disaster Risk Finance
- Strong analytical skills, the ability to master new material quickly and the ability to present complex issues in a simple and concise manner
- High level of initiative and self-management with the ability to think laterally and identify innovative solutions
- Demonstrated ability to coordinate a group of professionals and to manage their diverse skills and abilities.
- Familiarity with donor and development partner procurement practices and procedures.
- High level organisational skills and ability to meet deadlines.
- Excellent oral and written communication skills and the ability to positively influence others.
- Ability to set priorities successfully and working with minimal supervision.
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies.
- Experience at producing high quality work under tight deadlines
- Has working knowledge of work related to Disaster Risk Financing, Development Finance, policy formulation and advice, management of consultants, and coordination of multi-disciplinary teams of professionals.
- Has practical understanding of Disaster Risk and Climate Change issues and a general knowledge of the sustainable development and governance challenges facing Pacific Island countries in terms of development policy and implementation.

Functional relationships & Relationship skills

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

External:

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|---|---|---|
| <ul style="list-style-type: none"> • Pacific Island Countries: all stakeholders – governmental, non-governmental, communities, and private sector • CROPs and sub-regional Organisations • Development partners and multilateral banks, • Consultants and technical experts | } | <ul style="list-style-type: none"> • Providing technical advice, assisting with implementation and evaluation; ensuring activities are well coordinated and all activities conducted in a participatory manner • Collaboration to ensure that complement those being conducted by other KRAs • Recruitment & o/sight of tech asst. |
|---|---|---|

Internal:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Secretary General and other members of Senior Management team | } | <ul style="list-style-type: none"> • Provision of advice and briefings on PACRES projects and programmes • Official internal communication seeking management approval /endorsement of papers, |
|---|---|--|

- PACRES Team & Resilience Team Leader Advisers
 - Other Admin staff and Officers
 - Staff in other reporting lines
- presentations and resource requests
- Consultation about technical issues and ways to address them; sharing of technical information Emails and correspondences and/or seek inputs for admin work
 - Team working, collaborating, establishing and supporting other team members

Direct Reports

The position has no direct reports.

Level of Delegation

The position cannot authorize any cost or sign standard letters on Secretariat letterhead or approve any contractual matters.

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 Programme Adviser (Resilient Development Finance).

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 42,297** per annum. At the 1 February 2020 exchange rate this salary range was equivalent to **FJD109,569 to FJD126,486**.

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 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 applicant to check the tax status of Pacific Islands Forum Secretariat salary in their relevant country.
- *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 applications is **27 March 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.