



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

INTERNATIONAL LEGAL ADVISER

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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 Governance & Engagement 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 Governance & Engagement team is tasked with building strong and meaningful relationships with PIF Members and external stakeholders, and to understand their interests, as a means to advocate for, and advance the collective values and priorities of the PIF as one Blue Pacific continent.

About the Position

The role of the International Legal Adviser is to Provide legal policy advice and analysis on regional issues covered by the Secretariat.

Monitoring international development and the geo-political influences affecting the region is a key component of the work of the Forum Secretariat – particularly in framing quality policy advice to Forum Leaders. It is also crucial to framing how the Forum engages with a range of stakeholders such as Forum Dialogue Partners, international organisations, and other development partners.

Therefore, in addition to providing advice on international legal issues, the International Legal Adviser will play a key role in influencing the Forum Secretariat's international engagement - particularly as it relates to supporting the Forum's position in UN negotiations and international summitries. Moreover, the International Legal Adviser will oversee the management of the Forum's treaty depositary role, application for Member/Observer status within the Pacific Islands Forum, and oversee the strategic coordination of legal related work.

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 depending on 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 Governance & Engagement and will work closely with the Governance & Engagement Team to advance the responsibilities of the unit.

The major responsibilities of the role will encompass the following, but not limited to:

1. Providing legal analysis and advice on regional policy

- Provide legal advice and policy analysis on a range of issues relating to international, economic, governance, security, human rights and environmental issues as may be required.
- Contribute to the drafting and analysis of reports and meeting papers as may be required.
- Taking forward Leaders' priorities as may be tasked to the International Legal Adviser under a specific output area in the KRA Framework.
- Assist and contribute to the coordination and framing of the Forum Members' collective positions in international foras.

2. Convening of Forum Meetings and Representation of the Forum's interests to relevant international bodies

- Organise and participate in key Forum meetings such as the Pacific Islands Forum Leaders Meeting, and the Foreign Forum Ministers Meeting as may be required from time to time
- Participate in international meetings, particularly in relation to UN negotiations and driving political settlements in Dialogue Partners' summitries.
- Maintain networks with regional and international stakeholders on legal issues, particularly as they relate to Forum Leaders priorities

- Facilitate or assist in regional workshops and training on relevant legal issues, as required

3. Management of the Forum's treaty depositary role and assistance in the provision of other in-house legal advice and services

- Manage the Secretary General's role as Depositary of regional treaties
- Provide and assist in the analysis and facilitation of Forum membership/observer status applications,
- Contribute to the formulation and application of PIFS policies with legal implications, as required,
- Coordinate the provision of legal assistance to Member countries as required.

4. Team Performance & Leadership

- Provide strategic guidance for taking forward the Secretariat's legal work as well as day-to-day oversight of work of Legal Officer(s),
- Working closely with other Advisers to advance the overall priorities of the Forum.
- Monthly reporting to the Director of Governance and Engagement.
- Managing budget lines.

This position may be required to manage other officers and technical staff that may not necessarily sit within the Governance & Engagement 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:

- Liaising with Pacific Leaders and Member countries to identify positions and regional problems, and to advance Forum positions
- Preparing briefs for officials' meetings and Leaders Summits with key development partners
- The number of briefs and papers that need to be prepared and coordinated with various stakeholders for Forum related meetings
- Managing different interests and perspectives within a complex political setting
- Organising well-structured meetings, including overseeing all logistics, within a short timeframe
- Coordinating with a wide range of stakeholders with competing interests to ensure they all feel that their views have been considered.

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 university degree in law (preferably combined with international relations and/or diplomacy)
- A sound knowledge of the international concerns and interests of Forum members and of the regional positions on these concerns and interests
- Proven ability to monitor regional and international developments and to conduct comprehensive analysis and provide high quality policy advice
- Experience in working in a cross-cultural environment
- Experience and demonstrated success in the coordination and organisation of high level inter-governmental and non-governmental regional and international meetings

Other Desirable Knowledge/Experience:

- At least 7 years' experience within the required field
- Established network based within the region

Functional relationships & Relationship skills

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

External:

- Forum officials,
 - Development partners, regional & multilateral organisations, etc
 - Forum Members, Officials, CROP and Overseas missions of Forum members
- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes
 - Legal advice and briefs, monitoring and analysis, representing PIFS
 - Conversations during regional meetings to build understanding and address issues

Internal:

- Secretary General and other members of Senior Management team
 - Other KRA Advisers
 - Other reporting officers & Admin staff
 - Staff in other reporting lines
- Provision of legal advice and briefings on strategic and directions
 - 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

Direct Reports

The role has the following staff responsibilities:

- Two direct report
- Up to 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, promotes environmentally sustainable practices and champions health & well-being for its staff
- 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 International Legal Adviser.

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 at Adviser level, 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 2020 exchange rate this salary range was equivalent to **FJD113,401 to FJD130,910**. For non-Fijian nationals, this salary may be tax-free.

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 of 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 **31 July 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.