



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

SENIOR TECHNICAL ADVISER - OFFICE OF THE REGIONAL AUTHORISING OFFICER (RAO)

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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 Office of the Regional Authorising Officer (RAO)

The Office of the Regional Authorising Officer plays a significant role in the administration of the European Development Fund (EDF) for the Pacific members of the African, Caribbean and Pacific (ACP) states.

The Secretary General of the Pacific Islands Forum Secretariat is the Regional Authorising Officer (RAO) for the Pacific ACP region.

Working closely with the ACP National Authorising Officers (NAOs) and with the European Union (EU) Delegations in the Pacific, the RAO's functions are to programme, manage, implement and coordinate the Pacific Regional Indicative Programmes (PRIP). The Pacific Regional Indicative Programme is the regional envelope through which regional projects are funded and administered under the EDF.

About the Position

The role of the Senior Technical Adviser (STA) to ensure a smooth management and coordination of the Pacific Regional Indicative Programme (PRIP), by providing technical assistance to the RAO on all aspects related to the management of the EDF PRIP in terms of programming; identification/formulation; implementation; monitoring and evaluation; and by maintaining constructive relations and dialogue with development partners, and especially with the Delegation of the European Union for the Pacific.

This position is will be responsible in coordinating and consulting with a wide range of stakeholders for the programming of the 11th EDF PRIP and subsequent reviewing process and coordinating with CROP counterparts to draft high quality project Identification and Action Fiches for EU approval;

In addition, coordinating implementation in accordance with EU rules, in particular in relation to tenders and procurement; contracting; and payments; ensuring proper monitoring (technical, financial) and providing input to project reports; and maintaining working relations with the EU. The STA-RAO also manages the support team to the RAO.

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 Secretary General as the Regional Authorising Officer through the Deputy Secretary General and will work closely with the RAO Team to advance the responsibilities of the RAO.

The position of Senior Technical Adviser (RAO) encompasses the following major functions or Key Result Areas:

1. EDF 11 Programming

- Analyse sector reviews and commission studies where required
- Analyse and compare EU and regional development policies and priorities
- Coordinate development and draft Regional Strategic Paper and Regional Inductive Program (RSP/PRIP) for the Pacific in consultation with relevant stakeholders
- Actively manage mid and end of term reviews with stakeholders
- Promote synergies between Pacific ACP (PACP) members and Pacific Overseas Countries and Territories (POCTs) in implementing regional cooperation

2. Project Formulation and Design

- Coordinate project design for new projects;
- Commission feasibility studies;
- Organise multi-disciplined sector working groups where required;
- Prepare Identification/Action Fiches (IF/AF) for each project proposal for submission to the EU.
- Respond to EU queries
- Assist regional organisations with their submissions of IF/AF when required

3. EDF Administration

- Coordinate preparation and handling of tenders in relation to EDF-PRIP funded contracts where the RAO is the Contracting Authority
- Coordinate preparation and administration of all EDF-RIP funded contracts and addenda
- Verify Payment Requests, prepare Payment Orders (POs) and ensure overall financial management of the EDF RIP
- Monitor rates of project implementation and performance
- Initiate project reviews and evaluation where necessary, including the contracting and mobilisation of consultants
- Facilitate annual audits of all projects
- Prepare, organise and coordinate short-term expertise in specific areas of support where needed;
- Prepare progress reports and annual reports
- Prepare and service all relevant PRIP related meetings
- Develop and maintain constructive relations and dialogue with the EU
- Follow up initiatives funded under other financial instruments
- Maximise visibility of EU funded projects
- Provide technical guidance and advice to the RAO and PIFS management and executives on matters related to the above activities
- Other duties as directed by the Regional Authorising Officer

4. Management

- Encourage efficiency improvements in the SPRAO Programme
- Effectively manage staff, budgets and procurement of the SPRAO
- Coordinate management reporting and provide quarterly briefings to Executive Management on progress and achievements of EDF funded activities
- On request, provide any necessary management support and advice to PIFS staff and advisers involved with EDF (such as SPEITT; NSA ERPDI; ACSE; etc.)

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:

- Coordinating and consulting with a wide range of stakeholders for the programming of the 11th EDF RIP and subsequent reviewing process
- Coordinating with CROP counterparts to draft high quality project identification and Action Fiches for EU approval
- Coordinating implementation in accordance with EDF rules, in particular in relation to tenders and procurement; contracting; and payments
- Ensuring proper monitoring (technical, financial) and providing input to project reports
- Maintaining working relations with the EU

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 (Master's degree or equivalent) in Project Management, Public Policy Management, Social Science or related discipline.
- At least 10 year's relevant work experience in development assistance of which some 5 years have been spent in a developing country
- Extensive knowledge of EU development policy and a broad understanding of development and sectoral issues in the Pacific Region
- Hands-on application and management experience in EDF rules and procedures
- Strong leadership and communication skills
- High-quality effective writing skills
- Strong computer skills including word processing and spreadsheet applications.


Other Desirable Knowledge/Experience:

- Previous experience of working within a Pacific Island Government and/or a regional or international organisation
- Extensive knowledge of donor funded development projects
- Knowledge and experience of EDF funded programmes, in project cycle management, and in Logical Framework methodology



Functional relationships & Relationship skills

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

External:

- FICs. Forum officials,
 - European Union Delegation office
 - Other CROP Agencies
- 
- 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 the following staff responsibilities:

- Upto four direct report

Level of Delegation

The position holder:

- manages operational budgets totalling up to €6,700,000
- has financial delegation for commitments up to \$5,000
- provides follow up correspondence to do with implementation of the work programme, on routine or technical subjects or other matters where Forum Secretariat is concern

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 Senior Technical Adviser - RAO.

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 42,297 to SDR 47,584** per annum. At the 1 June 2020 exchange rate this salary range was equivalent to **FJD129,230 to FJD145,383**. 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.