



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

**PACIFIC TRADE INVEST (PTI) TRADE
COMMISSIONER (Europe)**

JULY 2020

CONTENTS

About the Pacific Islands Forum Secretariat

About the Programmes & Initiatives Team

About the Position

General Capabilities

- Core Capabilities
- Supplementary Capabilities

Position Accountabilities

Position complexities

Qualifications and experience required for the role

Direct Reports

Level of Delegation

Functional relationships & Relationship skills

- External
- Internal

Additional Information

Change of Position description

Summary of Conditions, Benefits & Entitlements

- Contract Term
- Working hours
- Salary
- Cost of Living Difference Allowance
- Superannuation
- Housing
- Education
- Recruitment & Repatriation Entitlement
- Establishment Grant
- Health/Life Insurance
- Motor Vehicle
- Expense Allowance
- Annual Leave
- Sick Leave
- School Holiday Travel
- Home Leave Travel
- Repatriation Grant
- Tax Status
- Other Benefits

Administrative Information

- Application closing date & requirements.
- Mailing & online Addressee
- PIFS's Website

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.

About the Programmes & Initiatives 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 Programmes & Initiatives team is focused on driving for outcomes of programmes and activities, 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

As the Pacific's lead trade and investment promotion agency, the Pacific Trade Invest (PTI) network develops and promotes businesses and people from the Pacific through trade, investment and tourism. PTI's mandate is driven by the Pacific Islands Forum Secretariat (PIFS).

PTI Europe is part of the PTI network of offices in Australia, China and New Zealand which aims to grow and promote industry and the businesses of all 16 Forum Island Countries (FICs) in export, investment and tourism promotion across international markets. PTI Europe facilitates exports to Europe through specific trade promotion events aimed at FIC exporters with the aim of improving the livelihood of people in the Pacific Islands. This position is based in the PIF-WTO Geneva Office and will expand PTI's reach into Europe in support of trade through the Economic Partnership Agreement. The role of PTI Trade Commissioner (Europe) is focused on the international promotion and support of exporters in FICs. The role will be required to work closely with the PIF Geneva Office under the leadership of the Permanent Representative to ensure the FIC private sector perspectives are well represented.

The Trade Commissioner will be responsible for developing and executing strategies with private sector clients with the objectives of increasing exports for businesses in FICs.

The Trade Commissioner will work with the PIF Geneva Office and with the broader PTI Network to ensure harmonisation, formulate strategies, grow business contacts and develop networks, and will be responsible for managing the operations of PTI in Europe.

The Trade Commissioner will have a very good understanding of and existing relationships with the business community in FICs and will be able to identify and source export capable and export ready clients. The Trade Commissioner will have strong competence with business processes and writing and will be responsible for drafting documents for the Permanent Representative to the WTO and UN in Geneva and the Secretariat's Senior Management. They will be responsible for supporting FIC trade delegations and private sector work undertaken by the Forum Secretariat in Europe

The successful applicant will have strong liaison and networking skills to work closely with the Pacific and European private sector stakeholders, Member Country Officials counterparts in Europe and Forum Members.

This position will be based in Geneva, Switzerland.

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, refer Annex 1.

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 is responsible to the Director of Programmes & Initiatives to advance the responsibilities of the PTI Europe Office. The role requires close coordination and collaboration with the PIFS Permanent Representative to the WTO and UN in Geneva. 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.

Key deliverables include from the responsibilities of the position include:

1. Develop and execute business strategies with the objectives of identifying and sourcing viable export capable and ready clients, and the establishment and management of close professional relationships with the Pacific and European private sector

- New clients are brought to PTI and business outcomes achieved
- Greater awareness of Pacific Island products in Europe
- Consultancies and budgets are well managed, and outcomes are successfully achieved
- Trade delegations to the FICs are efficient and effective and result in positive export outcomes
- CRM data is up to date, high quality and verifiable
- Greater awareness of European import markets in the Pacific

2. Identify, develop and maintain strategic partnerships with relevant Government, private sector agencies and/or Non-Governmental Organisations in Forum Island Countries and Europe

- Key counterparts are well informed about the work of PTI and refer business to the Trade Commissioner
- The Trade Commissioner is well informed about relevant development projects in export product development
- The Trade Commissioner is invited to attend private sector agency functions, events and annual meetings
- Development partners seek PTI input on the development of new export focused programmes
- Networks with European-Pacific Business Councils are established to promote PTI Europe services

3. Work Programming

- Transitioning management, structure and systems in line with the PTI governance reforms including greater coordination and harmonization with other PTI Offices.
- Maintaining linkages and network alliances with the headquarters through the Secretariat's Programmes and Initiatives section, with other PTI offices and with other regional-based agencies to value add to the PTI Strategic Plan on business and private sector development, including through dissemination of effective business/market information.
- Ensuring that a comprehensive outreach, communications and visibility programme for the promotion of PTI is in place.
- Ensure alignment of the PTI work programme with the PIFS Strategic Framework, PTI governance reforms as well as the Grant Funding Agreement signed with the Government of Australia.

4. Collaborate with the PTI Network to develop promotional and marketing materials for the PTI Europe Office

- Media coverage of Europe-Pacific or Pacific-Europe business and trade relations is increased
- PTI and PIF Geneva Office successfully leverage off social media and website platforms through PIFS and/or the broader PTI network
- Financial and economic analysis is accurate and well utilised for decision making
- Forum Secretariat Senior Management and Members are well briefed and understand key PTI business development priorities

5. Administration/Reporting

- Submitting progress reports including for semi/annual reports, budget, audit, travel and work plans to the Forum Secretariat regarding all aspects of PTI Europe's operations, initiatives, administrative and financial matters, achievements etc.
- Attending annual Joint meetings of the PTI network, and, other relevant meetings under the PIFS Work Programme as required.

6. Financial & Management Support/Advice

- Effectively managing PTI Europe's financial, physical and personnel resources under delegation from the Secretary General.
- Allocating and prioritising financial and personnel resources within the PTI mandate and in accordance with strategic priorities.
- Producing Annual Budget & Work programme in conformance with the Forum Secretariat requirements.
- Updating annual work programme per strategic plan provisions.

At any given time, PTI Trade Commissioners may be required to lead on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, professional staff will be required to collaborate with other officers and technical personnel that may not necessarily sit within the Programmes and Initiatives 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:

- Independently developing networks, links and PTI presence in Europe
- Identifying new export partners in FICs
- Assisting FIC exporters to successfully export their products to the European market.
-

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 University degree in economics, commerce, business or marketing with 8 years of relevant work experience dealing with private sector enterprises in Forum Island

Countries (qualifications in export promotion and facilitation would be an advantage). In lieu of a University degree at least 12 years of relevant work experience in the trade and investment promotion field would be accepted.

- Experience working with private sector enterprises, particularly in export promotion or facilitation
- Ability to work independently and with other professionals with minimal direction and supervision and ability to meet tight deadlines
- Experience managing tenders, contracts and reporting
- Excellent networking skills
- Initiative, drive and determination
- Demonstrated success in achieving export outcomes for Forum Island Countries

Other Desirable Knowledge/Experience:

- Experience delivering export promotion advice and services to third parties
- Strong analytical skills and the ability to master new material quickly
- Ability to focus upon contemporary private sector issues within the region, including an understanding of broader development and sectoral issues (e.g. trade facilitation, business enabling environment)
- Knowledge of the European market and business systems
- Excellent PC based computer skills including word processing and spreadsheet applications

Functional relationships & Relationship skills

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

External:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Private sector enterprise, • Development Partners and CROP Agencies • Private sector agencies | } | <ul style="list-style-type: none"> • Liaising, providing advice, explaining things, facilitating, supporting • Gaining cooperation, liaising, providing advice, facilitating, coordinating • Gaining cooperation, giving/receiving information, liaising |
|---|---|---|

Internal:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Secretary General and other members of Senior Management team • Permanent Representative | } | <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • Trade Office staff | } | <ul style="list-style-type: none"> • 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:

- No direct reports

Level of Delegation

The position holder may be required to manage funding for the assigned KRA according to PIFS Financial policies and procedures as follows:

- Manages budgets up to F\$500,000 under the direction of the Director Programmes and Initiatives
- Has financial delegation for commitments up to F\$5,000
- Provides follow up correspondence to do with implementation of the work programme, on routine or technical subjects or other matters where PTI and/or Forum Secretariat policy has been clearly established

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
- Ability to think on and off your feet, sum up the situation and make decisions quickly if required
- 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 Pacific Trade & Invest (PT&I) Trade Commissioner (Europe).

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:* You will be expected to work a minimum of 36.75 hours per week. The exact hours worked may be flexible to accommodate the needs of the PT&I Europe Office and your personal convenience but you must maintain a diary showing the hours worked. During core office hours (10:00am - midday and 2:00pm - 4:00pm on weekdays) you will be expected to be on duty.

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:* The salary for the Trade Commissioner will depend on qualifications and experience. Adjusted for cost of living, the salary is denominated in special drawing rate (SDR) and paid in Euro (EU) Dollars. The adjusted salary is within range of **SDR50,490 to SDR58,285**. At the 1st June 2020 exchange rates this was equivalent to **FJD153,262 to FJD178,078** per annum. This salary is also dependent on foreign exchange rates at the time of payment.

Cost of Living Difference Allowance

- *Principle:* To provide the differential cost of living allowance for working in international posts outside Fiji.
- *Practice:* Your adjusted base salary includes a cost of living differential allowance, paid in Euro, in the range of **SDR13,850 to SDR15,988**. At the 1st July 2020 exchange rates this was equivalent to **FJD42,316 to FJD48,848**. This Allowance will change with movements of salary and cost of living differential.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* You will be entitled to an employer superannuation contribution in accordance with the minimum legal employer contribution rate of the host country or Fiji, whichever is higher. This could be paid to you as a supplement to your salary or to a superannuation fund nominated by you.

Housing

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* You will be eligible for a housing allowance based on 75% of the actual cost of renting a suitable house. This allowance paid shall be up to the maximum of CHF4,000 per month. The balance of 25% of housing costs will be covered as a location allowance.

Education

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* You will receive education assistance for each dependant child equating to 75% of actual education costs or 90% if educated at the International School in Geneva, Switzerland. The maximum will be tied to 90% of the Form 7 fees at the International School in Geneva, Switzerland. The total allowance payable per annum per family is three times the maximum payable for one dependant child. The balance of 25% of education costs will be covered as a location allowance.

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:* Expenses covering airfares and accommodation en-route for yourself and your accompanying dependents between your place of normal residence and Geneva at the time of recruitment and repatriation by the shortest and most economical route.
- The reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as set out in the Remuneration Regulations.

- The Secretariat will meet hotel accommodation (i.e. hotel room only) for you and your dependents up to 6 working days on arrival and departure. Accommodation on arrival may be extended depending on circumstances.

Establishment Grant

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 2,500 on arrival.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practice:* The Secretariat will pay up to a maximum of CHF24,000 per annum for the cost of arranging life insurance for yourself and health insurance coverage for yourself and your dependents.¹

Expense Allowance

- *Principle:* To provide allowance for hosting official duties.
- *Practice:* You will be paid EU1,000 per annum for hospitality and entertainment required in the course of your work.

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 Geneva 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 tax-free in Forum member countries. It is the responsibility of the incumbent to check their tax status in their relevant country.
- *Principle:* In accordance with the agreement establishing PT&I Europe Office, staff who are not nationals of the host country are exempt from EU income tax. You will be responsible for confirming your tax status with your government and meeting any related obligations.

Other Benefits

- Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

¹ Travel insurance will be provided by the PT&I Europe Office to cover risks associated with official travel.

Administrative Information

The closing date for applicants is **11 September 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.