



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

SENIOR ADVISER – POLICY

October 2020

CONTENTS

About the Pacific Islands Forum Secretariat

About the Officer of the Secretary General

About the Position

General Capabilities

- Core Capabilities
- Supplementary Capabilities

Position Accountabilities

Position complexities

Qualifications and experience required for the role

Functional Relationships & Relationship skills

- External
- Internal

Direct Reports

Level of Delegation

Additional Information

Change of Position Description

Summary of Conditions, Benefits & Entitlements

- Contract Term
- Working hours
- Salary
- Superannuation
- Housing
- Education
- Recruitment & Repatriation Entitlement
- Establishment Grant
- Health/Life Insurance
- 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 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 & 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 Policy team is tasked with developing quality high-level policy advice to member governments, PIFS and CROP organisations on a broad portfolio of issues, including social, economical and security related matters.

About the Position

The role of Senior Adviser - Policy is responsible for providing high quality policy advice on a range of economic issues. Reporting to the Director Policy, the position involves staff management, oversight of Ministerial and Officials level meetings, providing policy advice and guidance to Senior Management and Members either personally or via the work of consultants, and oversight of budget and other accountability and administrative systems.

The Senior Adviser - Policy will provide leadership in the KRAs within the organisation and will also be responsible for liaising with Members at Officials level, overseeing the policy advice and agenda of the Forum Officials Committee Meeting and Forum Foreign Affairs Ministers Meeting, and liaising and coordinating with counterpart CROP agencies and other relevant regional and international organisations. The successful applicant will also be expected to take up Acting duties when the Director Policy is away from office as part of their substantive engagement.

To be successful in this role you will require a strategic view of the organisation, its operating environment, and expected outputs. You will need to make linkages across the range of work areas to ensure the sum is greater than the parts.

You will be comfortable working through large volumes of tasks that span proactive opportunities and reactive needs. You will use mental agility to frequently switch topics and altitude on any given day, given the dynamic nature of an organisation where the opportunities and/or work often needs further definition.

You will successfully build collaborative relationships with colleagues at all levels of the organisation and manage through influence to get work done. Using these orientations and skills, you will deliver solutions for complex problems. This role requires judgement, flexibility, humility and resourcefulness.

The responsibilities of the position include, but are not limited to:

1. Ensure policy coherence & coordination through:

- Improving and maintaining the quality and consistency of policy documents and advice from the Secretariat;
- Provide support to the Director and Senior Management Team (SMT) in the delivery of organisational outputs;
- Ensuring coherence in the policy advice being developed across the Secretariat, including key emerging regional issues across the organization and surfacing issues, bright spots, and challenges to the SMT;
- Providing strategic advisory support and guidance to the SMT on issues with organisation-wide implications so that all policy work is tagged to decisions and strategies;
- Ensure that the SMT policy directions, decisions and priorities are promptly followed up and acted on in a timely manner;
- As and when directed assisting the Secretary General (SG) on addressing challenges, advising on solutions, handling delicate matters with discretion, following up on decisions;
- Supporting SMT in consultations with external stakeholders, at the highest levels.

2. Ensure that organisational priorities are followed and implemented:

- Partnering with staff members across the organisation to ensure effective overall Committee/Sub-Committee engagement and policy development for PIFS and individual Leaders and Officials;
- Handle and effectively prioritize a high volume of work, and adapt to new information and changing priorities
- Plan and manage complex projects, including mitigating risk and tracking issues through to completion
- Influence others to outcomes and set a high bar for quality of work.

3. Manage a team of policy staff/analyst/officers and consultants to provide timely and high-quality policy briefings, correspondence, reports and analysis for Executive and other stakeholders consideration;

- Provide high-quality, targeted and responsive policy briefings for Senior Management Team to support decision making;
- Provide high-quality, targeted policy briefings for Senior Management Team and other Advisers attending regional and international meetings, workshops and other fora;
- Provide analysis and reporting for Officials and Ministers to support

implementation of their decisions and agendas, particularly from the Forum Officials Committee Meeting, Forum Foreign Ministers Meeting and Forum Leader;

- Provide high-quality media releases, speeches and correspondence, as and when requested by the SMT;
- Ensure a highly organised and efficient team with clear milestones and deliverables.

4. Manage a team to organise the policy advice being considered by the Officials' and Ministers' meetings, particularly the Forum Officials Committee meeting and Forum Foreign Ministers' Meeting;

- Develop, support, guide and distribute meeting papers and reports in a timely manner, either directly or through other Advisers at PIFS, consultants, development partners or other counterparts;
- Ensure clear objectives and outcomes for all meetings, including detailed consideration of funding needs and sources for new proposals;
- Ensure effective budget management of all activities undertaken;
- Assist in the convening of other relevant meetings organised by the Secretariat and/or at the request of member countries, (where applicable) including drafting of agenda, papers, speeches and briefs; and
- Driving a streamlined and 'whole of Secretariat' planning and governance approach to the formulation of the Forum agenda, and the organisation of Forum meetings and dialogues.

5. Team Performance & Leadership;

- Manage teams of respective KRA advisers and officers under direct supervision or under the sub-KRA Team;
- Take up Acting responsibilities when the Policy is away from office;
- Monthly reporting to the Director Policy; and
- Management of respective budget lines.

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. This position is categorized at Level D.

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 Policy and will work closely with the SMT and teams to advance the Forum priorities. However, within the 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.

Thus, at any given year, Adviser level staff will 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, Adviser level staff will be required to manage other officers and technical staff 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:

- Switching topics and altitude frequently, any given day, given the dynamic nature of opportunities and/or work requiring further definition;
- Building collaborative relationships with colleagues at all levels both internal and external to the organisation;
- Delivering solutions for complex problems
- Coordinating and liaising with Forum Member Country Officials and other counterparts / stakeholders to organise meetings that deliver high quality outcomes; and
- Leading and managing staff on specific KRA initiatives (as required) and ensuring collaborative working relationships.

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 does not necessarily reflect what the current jobholder has.) 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 strategic planning, politics, development studies, humanities or a related field.
- At least 8+ years of professional work experience, including 3+ years in roles requiring strong lateral management, relationship building, strategy formulation, project management, and cross-functional leadership;
- Strong analytical skills and the ability to master new materials quickly with proven ability to monitor regional and international developments and to conduct comprehensive stakeholder analysis including application of quantitative methods for analysing policy, formulating high-quality policy papers in the Pacific region or in an international environment;
- Working experience in the areas of political, development or economic policy, particularly at a senior level in either government or non-government organisation in at least one Member country,
- Extensive experience with government Officials and Ministers in direct reporting, liaison and coordination roles;
- Sound staff management experience and evidence of leading teams to achieve outcomes, set priorities successfully, to work alone with other professionals with minimal direction and supervision and ability to meet tight deadlines;
- Experience in working in a cross-cultural environment;
- Established network base within the region.


Other Desirable Knowledge/Experience:

- Previous leadership experience within Foreign Affairs preferred;
- Previous management/strategy consulting experience or MBA strongly preferred;
- Track record of success in a complex, high-stakes environment
- Experience leading high-performing teams and/or organizations
- Build strong relationships with and earn the trust of key internal and external stakeholders at all levels.


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,
 - Donors
 - 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:

- 
- Provision of written and verbal briefings on subject areas

- Executive, Director Policy and other members of Senior Management team
- Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests
- Other KRA Advisers
 - Discussions on strategic programme directions
 - Regular group meetings to share information
- Other reporting officers & Admin staff
 - Informal one-on-one conversations
 - Emails and written briefings and/or seek inputs for work
 - Collaborative Inputs to papers and presentations
- Staff in other reporting lines

Direct Reports

The role has the following staff responsibilities:

- No 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 Senior Adviser - Policy.

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 Band 13, 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 **SDR48,487 to SDR54,548** per annum. At the 1 October 2020 exchange rate this salary range was equivalent to **FJD145,738 to FJD163,956**.

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 **13 November 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.