



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

POLICY ADVISER (REGIONAL SECURITY)

May 2021

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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 Policy Team

The policy work of the Secretariat is divided into three 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 advise to member governments, PIFS and CROP organisations on a broad portfolio of issues, including strategic, social, economic and security related matters.

About the Position

Reporting to the Director Policy, the Policy Adviser (Regional Security) leads the provision of advice on regional security trends and threats as well as the coordination of the regional security priorities framed by the Boe Declaration and its Action Plan approved by Leaders in 2018.

The Policy Adviser (Regional Security) will be responsible for monitoring issues that have security implications for the region, and developing policies for the consideration of Forum members.

The Policy Adviser (Regional Security) will also be the primary coordination point for relevant security related information from Regional Law Enforcement Secretariats, relevant CROP Agencies and other partners, and the development of the Secretariat's advice to inform decision making and policy development.

Responsibilities include, but are not limited to the following duties:

1. Policy Analysis and Advice

- Monitoring issues that have security implications for the region including climate security, human security and humanitarian assistance, environmental security, transnational crime, and cybercrime/cybersecurity.
- Provision of strategic policy advice to Executive and Members on collective regional efforts to address threats to regional peace and security.

2. Regional Security Coordination, Cooperation, and Information Sharing

- Coordination of the FOC Sub-Committee on Regional Security to help identify regional security priorities and the development of a regional response.
- Collection of broader security and law enforcement data and information in line with the strategic focus areas of the Boe Declaration Action Plan.
- Formulation and publication of security reports and policy advice in close consultation with relevant stakeholders and partner agencies.
- Manage the process for compiling and analysing reports and lessons learned.
- Coordination of other security related meetings and workshops (where and when appropriate).
- Liaison with national, regional, and international stakeholders to keep abreast of security priorities.
- Liaison with national, regional, and international partners to secure support for regional priorities as may be required.
- Provide strategic security related information as and when required.

3. Inter-agency Partnerships and Advocacy

- Identify important partnerships to progress regional security priorities identified by Leaders.
- Support building of strategic alliances and partnerships to develop policy initiatives contributing to regional and global peace and security.
- Promoting regional security priorities and agreed regional approaches at relevant regional and international meetings.

4. Team Performance & Leadership

- Manage the officers under their direct supervision or part of the Regional Security Key Result Areas (KRA) and other relevant KRA's as determined;
- Periodic reporting to the Director Policy
- Management of budgets 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.

CORE CAPABILITIES:

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|---------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 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 Policy Team to advance the responsibilities of the unit. 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.

Thus, at any given time, Adviser level staff will be required to lead on one or more of these KRAs – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Adviser level staff will be required to lead a team of both policy and technical staff that may not necessarily sit within the Policy 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:

- Communicating effectively with Members to identify problems in regional processes, propose solutions, and overcome resistance to change.
- Writing for and presenting to external audiences as a subject-matter expert and representative of the Forum Secretariat.
- Preparing high-level policy advice/briefings to Senior Management, and to Member countries.
- 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:

- Advanced degree in politics, legal, security or relevant discipline.
- Has extensive experience in policy analysis and report writing.
- Demonstrates in-depth knowledge of geo-political, geo-strategic, traditional and non-traditional security issues within the Pacific.
- Proven ability to monitor regional and international developments and to conduct comprehensive stakeholder analysis and engagement.
- Sound experience and demonstrated success in a representational role in inter-governmental meetings and discussions.
- Has confidence in public speaking and can convey information in a credible and appropriate manner.
- Experience in working in a cross-cultural environment including cultural awareness and sensitivity.
- Ability to work with a small team of professional staff, set priorities successfully, to work alone with other professionals with minimal direction and supervision and ability to meet tight deadlines.
- Demonstrated experience in other relevant fields such as government administration, good governance, international and regional meetings, non-state actor work.

Other Desirable Knowledge/Experience:

- Has previous national security or law enforcement policy experience (preferably at least seven years).
- Established networks 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:

- | | | |
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| <ul style="list-style-type: none"> • Forum official • High Commissioners / Ambassadors • Development partners, regional & multilateral organisations • Civil society organisations development partners and private sector | } | <ul style="list-style-type: none"> • 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. |
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Internal:

- Secretary General and other members of the Senior Management team
 - Other KRA Advisers
 - Other reporting officers & Admin staff
 - Staff in other reporting lines
- Draft written and verbal briefing on subject areas.
 - Drafting of 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 one direct report.

Level of Delegation

The position holder manages operational budget up to FJ\$200,000.
Can authorize up to \$5,000 of costs within budget.

Additional Information

- PIFS advocates for equal opportunities.
- 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 Policy Adviser (Regional Security).

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 is at **SDR 42,297** per annum. At the 1 April 2021 exchange rate this salary was equivalent to **FJD123,712**. 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 FJD36,000 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 **25 June 2021**. 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.