



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

*Applicant Information Package*

**ADMINISTRATIVE KRA ASSISTANT**

**June 2021**

## **CONTENTS**

### **About the Pacific Islands Forum Secretariat**

### **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
- Health/Life Insurance
- Annual Leave
- Sick Leave
- 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](http://www.forumsec.org)

## About the Position

Across the Secretariat, members of the Senior Management Team are responsible for the KRAs mandated to the Secretariat by Leaders. Advisers are allocated as Team Leaders for the sub KRAs managing deliverables with the support of Administration (Admin) KRA Assistants.

Admin KRA Assistants are placed across the Secretariat in the various sub KRA teams to assist with administrative research and support.

The Admin KRA Assistants will have strong organisational, time management, and communication skills. They will work closely with a range of internal and external stakeholders and will be adept to providing exceptional customer service to these stakeholders.

They will also possess strong research and analytical skills, be a quick learner and they must have the ability to multi-task across multiple work programmes.

The position of Admin KRA Assistant will also encompass the following major functions or Key Result Areas:

### 1. Administrative Support

- Preparing a budget for sponsored meetings;
- Prepare and finalise acquittals for funded meetings;
- Arranging meeting agendas and papers, and meeting records;
- Prepare the logistics note for participants;
- Accompanying Team Leader(s) and members to meetings to provide necessary support;
- Effective, accurate and timely preparation of meeting papers, folders, correspondence, briefs and reports – and formatting to accepted standards;

- Liaising with relevant staff to ensure that all meeting papers and other documents are prepared by specified timelines;
- Arranging and liaising with relevant staff (internally and externally) on the meeting venue hire and set up
- Organising catering for meetings, workshops and cocktail functions which includes preparing the relevant paper work for purchasing or hiring the service;
- Uploading meeting papers to the Secretariat website;
- Purchasing of stationery and other supplies for meetings and workshops;
- Organising visas and relevant travel arrangements for Scholarship Awardees;
- Liaising with meeting participants (stakeholders and internal staff) on meeting updates and relevant information.

## **2. Meeting / Logistics Support**

- Prepare draft budget for sponsored meetings and subsequently submit final acquittals for same;
- Arranging meeting agendas and papers, and meeting records;
- Prepare the logistics note for participants;
- Accompanying Team Leader(s) and members to meetings to provide necessary support;
- Effective, accurate and timely preparation of meeting papers, folders, correspondence, briefs and reports – and formatting to accepted standards;
- Liaising with relevant staff to ensure that all meeting papers and other documents are prepared by specified timelines;
- Arranging and liaising with relevant staff (internally and externally) on the meeting venue hire and set up;
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## **3. Finance & Budget Management Support**

- Assisting in preparation and follow up of payments following appropriate internal procedures;
- Assisting staff within designated Team(s) with acquittals for travel;
- Preparing and finalising project acquittals for funded meetings;
- Assisting in the coding and preparation of purchase requisitions, payment requests and petty cash requests;
- Ensuring that payments comply with Secretariat policy and regulations;
- Ensuring that invoices are registered and maintaining a record of all expenses and payments that any supported team has made;
- Monitoring, recording and reporting of all relevant Budget activities with the correct on-charging of costs to relevant budget codes;
- Assisting in the preparation and amendment of budgets;
- Checking & verifying monthly reports sent by Finance when required by your team leader;
- Assisting in the preparation of travel Acquittals for advisers;
- Assisting in the preparation of Credit Card acquittals;

#### 4. Records Management

- Managing and controlling the filing system for correspondence, reports and other documentation for designated sub Key Result Areas;
- Maintaining suitable indexes for the control of intermediate records for administrative purposes;
- Ensuring records are:
  - retained for correspondence, internal reports, meeting records, financial transactions and other internal information and are provided to the centralised filing system on a regular basis;
  - managed according to the Secretariat's record keeping policy;
- In conjunction with the Information Management Team:
  - maintaining suitable indexes for the control of intermediate records for administrative, research and special reference purposes;
  - Creating, classifying and indexing records as well as maintaining and reviewing indexing system;
- Ensuring that requests for files and any other information on files are properly authorised and any requests are attended to promptly;

#### 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 Director and will work closely with the assigned policy team to advance the responsibilities of the programme. However, within this 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, Admin KRA Assistants will be required to assist on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Admin KRA Assistants will be required to support a team of both policy and technical staff that may not necessarily sit within the currently assigned 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:

- Assisting in the development and monitoring of SMT budgets and finances;
- Support implementation of SMT's work programme;
- Assisting with liaison and coordination of information from internal & external contacts especially where senior officials of member countries are involved.

## 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:

- Diploma in Secretarial Studies / Management (prefer Bachelor's degree eg. Business management) plus at least three (3) years' experience in a regional or international organisation with a strong admin focused role;
- Sound experience in use of Windows 365 applications – WP, Excel, Powerpoint, MS Publisher, MS Outlook;
- Excellent knowledge of general administration procedures;
- Experience with providing high quality meeting support;
- Experience with budgets and financial documents such as invoices and acquittals;
- Knowledge of the Secretariat and its function in the Pacific.


*Other Desirable Knowledge/Experience:*

- Committed to teamwork;
- Experience working for a government/like organization.


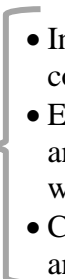
## Functional relationships & Relationship skills

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

### External:

- Forum officials,
  - Other CROP and regional and sub-regional organisations
- 
- Conversations during regional meetings to build understanding of issues
  - Support meetings on topical issues

### Internal:

- Secretary General and other members of Senior Management team
  - Other KRA Advisers
- 
- Receive organisation updates, instructions and general information
  - Regular group meetings to share information
- Other Admin staff and Officers
  - Staff in other reporting lines
- 
- Informal one-on-one conversations
  - Emails and correspondences and/or seek inputs for admin work
  - Collaborative Inputs to reports and meeting papers

## Direct Reports

The position has no staff reporting line

## Level of Delegation

The position cannot authorize any cost or sign standard letters on Secretariat letterhead or approve any contractual matters.

## Additional Information

- PIFS 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 the Administrative KRA Assistant.

### 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 that is subject to a satisfactory medical examination, performance during a six-month probation period, funding, and the need for the position.

### 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 locally, are assessed annually and compared to organisations that pay staff at 10% above the upper quartile of the Fiji All Organisations market.
- *Practice:* This position is placed at Band 5 and the starting salary is at **FJD21,679** per annum.

### 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, which will be paid to the Fiji National Provident Fund.

### Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practical:* 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 18 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.



## **Tax Status**

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals.

## **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 **9 July 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](http://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 also available on the website.