



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

TRADE POLICY OFFICER (WTO & UN)

June 2021

CONTENTS

About the Pacific Islands Forum Secretariat

About the Human Resource Team

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
- Cost of Living Difference Allowance
- 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 three broad divisions, Policy, Governance & Engagement, Programmes & Initiatives, which depicts the different stages of the regional public policy cycle.

The Programmes and Initiatives team is focused on driving a coordinated and aligned regional programming & initiatives, 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

The Trade Policy Officer will be responsible to the Pacific Island Forum Secretariat's Permanent Representative to the World Trade Organisation (WTO and the United Nations) in Geneva. The Officer will assist in providing technical support and advice to Forum Island Countries (FICs) on issues relating to WTO negotiations, as well as on trade issues in trade-related international institutions based in Geneva and Europe. The Officer will also provide support to FICs on engagement with other UN organisations in Geneva on issues which carry Ministerial and Leaders mandates including climate change, sustainable development and human rights as well as providing support to FICs in their engagement with the European Union on the FICs' priorities in the new Partnership Agreement and the Pacific Regional Protocol. The core responsibilities of the position will be weighted 70% towards trade related support and 30% towards non-trade related issues.

The Officer will assist in facilitating the participation and representation of FICs trade and non-trade interests at WTO and UN meetings and related fora. The Officer will also assist those FICs that are not WTO Members or Observers to engage with WTO and related organizations.

The Officer will have strong liaison and networking skills and work closely and collaboratively with Member Country Officials, development partners, CROP agency counterpart and other stakeholders on issues relating to WTO negotiations and relevant UN issues. The Officer will also work closely with counterparts within the Secretariat, particularly the Programme Adviser (Trade), Political Issues Adviser and the Regional and International Issues Adviser.

The position of Trade Policy Officer [WTO & UN] encompasses the following major functions or Key Result Areas:

1. Responding quickly and effectively to requests from the Permanent Representative, FICs and Forum Secretariat Senior Management for the provision of advice, correspondence, briefings, media statements and reporting on issues related to WTO negotiations and relevant UN issues

- Draft high-quality, targeted and responsive briefings to support decision making
- Draft high-quality, targeted briefing for senior staff attending regional and international meetings, workshops and other fora
- Draft high-quality media releases, speeches and correspondence
- Draft information bulletins, website information and other material to promote the work of the Office
- Draft high-quality, briefs and well targeted circulars for distribution to Forum Members Island Countries WTO members
- Draft high-quality reports and accounts for development partners on specific work programs as required
- Ensure documents are progressed and that objectives for each are achieved
- Manage Geneva Office receipt, dissemination and filing of confidential documents, reports and statements

2. Coordinate and organize attendance and representation at meetings, workshops and training seminars on issues related to WTO negotiations and relevant UN related matters, including preparation of meeting and workshop papers and briefings

- Liaise with event organisers and facilitate FIC representation at relevant events in Geneva and Brussels
- Organise support for FICs attending relevant events in Geneva through the provision of advice, briefings and support materials
- Assist in securing technical assistance projects on WTO issues including regional workshops for FICs to facilitate implementation of WTO Agreements
- Assist in securing WTO internships for Pacific Officials and provide direct supervision over interns
- Prepare pre- and post-event reports of meetings including records of conversation for Forum Secretariat senior management and FIC attendees

3. Provide services and technical advice, either directly or through consultants, development partners or other counterparts and represent FICs in WTO and trade-related institutions in Geneva

- Provide advice on WTO negotiations and related policy issues to FICs
- Draft Terms of Reference and other supporting documents for the procurement of advice from third parties

- Manage tender processes according to Secretariat regulations and procedures
 - Draft and assist in managing contracts for the provision of advice and services, ensuring a high standard of outcomes
 - Assist in representing the trade interests of FICs in the WTO, including strategic partners (ACP, SVEs, LDCs) and in trade-related institutions
 - Assist in preparing briefings on WTO and related issues, organise meetings/briefings, provide technical support on WTO issues and facilitate the participation of PACP representatives at ACP trade meetings and other relevant fora
- 4. Coordinate representation of the region's priorities on relevant UN-related matters in line with the PIFS's international engagement policies and strategies and on ACP matters in line with the new EU-ACP Partnership Agreement and Pacific Regional Protocol as directed by the Permanent Representative**
- Assist in providing policy and technical advice in non-trade priority areas for the region namely climate change, oceans, regional security and sustainable development
 - Co-ordinate the region's and FICs' positions and priorities on relevant UN-related matters and represent FICs and PIFS in relevant United Nations meetings and prepare briefs for PIFS and for dissemination to FICs
 - Provide advice and co-ordinate FIC positions on issues relating to the implementation of the Pacific Regional Protocol
 - Assist in representing PIFS at relevant OACPS meetings in Brussels and reporting back to PIFS

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 will report to the Director Programmes & Initiatives through the Permanent Representative to WTO and UN in Geneva and will work closely with the PIFS Geneva Team to advance the responsibilities of the unit.

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, Officer level staff will be required to coordinate on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Officer level staff will be required to collaborate with 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:

- Coordinating and liaising with FICs and counterparts to represent their interests at the WTO and UN fora
- Managing tenders and consultancies and ensuring high-quality outcomes
- Drafting high-quality advice, analysis, briefings, information content and other bureaucratic writing

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 bachelor's degree in Economics, Finance or international trade and development (a postgraduate degree, would be desirable, specializing in international trade, economics or economic development issues. A Diploma in WTO Trade Policy and/or successful completion of WTO internship program would be advantageous);
- Have relevant work experience (at least 5 years) dealing with international trade, trade policy, WTO and UN issues and economic research in the Forum Island Countries or in a similar environment;
- Knowledge of trade policy development concepts and reporting requirements;

- Good understanding of WTO Agreements and processes and related WTO work;
- Experience in policy analysis, and delivering technical advice on trade and non-trade issues in a Forum Island Country, including prior experience on trade negotiations;
- Experience working with development partners and managing country representational programs;
- Ability to work alone with other professionals with minimal direction and supervision and ability to meet tight deadlines;
- Solid understanding of trade policy development concepts and reporting requirements; and
- High-level writing and communication and strong organisation and coordination skills essential.


Other Desirable Knowledge/Experience:

- Experience managing tenders, contracts, budgets and reporting;
- Experience delivering advice and services to third parties;
- Strong analytical skills and the ability to master new material quickly;
- Ability to focus upon contemporary economic and trade issues within the region, including an understanding of broader development and sectoral issues (eg. environment, gender, and social issues);
- Knowledge of public sector systems in the region; and
- 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:

- FICs and FIC Missions in Geneva
 - Development Partners, WTO Agencies, EU and ACP Agencies and CROP Agencies
 - Stakeholders
- 
- Drafting official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes
 - Supporting regional meetings to build understanding and address issues
 - One-on-one meetings on topical issues

Internal:

- Secretary General and other members of the Senior Management team
 - Other KRA Advisers
- 
- 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

- 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 no direct report.

Level of Delegation

- Cannot authorise any costs
- Cannot sign standard letters on the Secretariat letterhead

Additional Information

- PIFS advocates for equal opportunities
- Must be agile and able to think on/off your feet, especially summing up the situation and make decisions quickly, if required
- Incumbent is physically fit and able to travel frequently
- Hold a current passport valid at least 6 months before expiry date.

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 Trade Policy Officer (WTO & UN) in Geneva.

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 37 hours per week. The exact hours worked may be flexible to accommodate the needs of the PR-WTO & UN 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: Salary for the Trade Policy Officer (WTO & UN) position depends on qualifications and experience. Paid in Euro dollars, this range is within an adjusted base salary of **SDR37,144 to SDR41,908**. At the 1st June 2021 exchange rates this was equivalent to **FJD108,959 to FJD138,302** 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 dollars, in the range of **SDR10,189 to SDR11,496**. At the 1st June 2021 exchange rates this was equivalent to **FJD29,889 to FJD33,722**. 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 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.

Form

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 USD2,000 per annum for the cost of arranging life insurance for yourself and health insurance coverage for yourself and your dependents.

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 Geneva Office, staff who are not nationals of the host country are exempt from Geneva 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.

Administrative Information

The closing date for applicants is **13 August 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.