



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

Executive Coordination Officer

August 2021

CONTENTS

About the Pacific Islands Forum Secretariat

About the Office 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 Office of the Secretary General

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 office of the Secretary General is tasked with enabling the SG to advance organisational priorities in service of the mission and vision of Forum Leaders.

About the Position

The Executive Coordination Officer is tasked with coordinating the daily affairs of the Office of the Secretary General and liaising with the staff of the Secretariat as required. The role works in close coordination with the Senior Policy Adviser.

The position of Executive Coordination Officer will also encompass the following major functions:

- 1. Efficient clearing of documents requiring the Secretary General's attention, approval or action.**
- In close consultation with relevant staff, coordinate the reviewing and clearing of legal documents and correspondences that requires the Secretary General's signature;
 - Ensuring all documents for signature are provided within the required timeframes and thoroughly consulted with relevant staff;
 - Ensuring that the content of all documents for signature are consistent with Forum and Secretariat policies and decisions and previous correspondence;

- Ensuring that the format and style of all documents is aligned to the Secretariat's brand;
 - Following-up on outstanding actions, including tracking of conveyance to designated addressee.
- 2. Coordinating the preparation of speeches, briefs and other background information for the Secretary General.**
- Liaising with the Secretary General's Executive Assistant regarding the Secretary General's travel and meeting schedules and identify/ liaise with relevant staff on the preparation of required work;
 - In close consultation with the Senior Policy Adviser and relevant staff, collate input for speeches, briefs and other background information ensuring the content is consistent with policy and previous decisions, and ensuring the format and style is aligned to the Secretariat's brand.
 - Ensuring that the Secretary General is well prepared for all meetings by ensuring that all speeches, briefs and other background information is of high quality and provided in a timely manner
- 3. Providing Secretariat Support to Executive and Senior Management Team**
- Providing support and information to the Acting Secretary General or Officer-in-Charge when the Secretary General is out of office, to ensure continuity and consistency;
 - Providing secretariat support to the Senior Management Team meeting by drafting agendas and minutes;
 - Providing support to the Senior Management Team agenda by actioning outcomes as requested.
- 4. Coordinating the preparation of policy papers on key issues and confidential correspondence as requested by the Secretary General**
- Initiating the preparation of policy papers as requested by the Secretary General by liaising with the Deputy Secretary General and the relevant Directors;
 - Collating input for policy papers ensuring the content is consistent with other policy and previous decisions, and ensuring the format and style is aligned to the Secretariat's brand;
 - Drafting confidential correspondence for the Secretary General as required.

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 Secretary General day to day, Administrative reporting is to the Deputy Secretary General.

Specific outcomes includes, but are not limited to:

- 1. Efficient clearing of documents requiring the Secretary General’s attention, approval or action.**
 - All documents for the Secretary General’s attention are well presented, accurate, legally sound and cleared in a timely fashion;
 - All correspondence is dealt with in a professional and timely manner.
- 2. Coordinating the preparation of speeches, briefs and other background information for the Secretary General.**
 - The Secretary General is well prepared for all meetings
 - Speeches, briefs and other background information are well presented, accurate, historically consistent and available in a timely manner.
- 3. Providing Secretariat Support to Executive and Senior Management Team**
 - In the absence of the Secretary General the Secretariat’s operations continue and in a consistent manner;
 - Secretariat support for Senior Management Team meetings is effective and efficient;
 - Senior Management Team agenda outcomes are delivered on time and to the required standard.
- 4. Coordinating the preparation of policy papers on key issues and confidential correspondence as requested by the Secretary General**
 - Policy papers are of high quality, well presented, historically consistent and available in a timely manner;
 - Confidential correspondence is dealt with confidentially and professionally.

Thus, at any given time, the Executive Coordination Officer 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, Executive Coordination Officer will be required to support a team of both policy and technical staff across the Secretariat.

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 papers, briefs and speeches for multiple meetings and functions;
- Liaising with Deputies Secretary General and Directors for timely delivery of inputs
- Reviewing multiple documents against competing timeframes

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:

- Graduate degree in relevant disciplines
- Proven experience in providing executive or advisory support to a CEO, Minister or Leader
- Knowledge of the workings of Pacific Islands Forum, the Secretariat and the place of Forum Island countries in the international trade and political arena
- Knowledge and experience of the workings of regional and International Organisations (CROP, UN, WTO, EU, ACP, APEC etc.)
- Exceptionally good communication skills – both verbal and written
- Sound experience in use of Windows 365 applications – WP, Excel, Powerpoint, MS Publisher, Email explorer

Other Desirable Knowledge/Experience:

- Knowledge of Pacific Island development, and cooperation issues;

Functional relationships & Relationship skills

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

External:

- Forum Leaders, Ministers & Senior Officials
- CROP Agencies
- Dialogue Partners

- 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:

- Secretary General and other members of Senior Management team
 - Other Team leaders & KRA Advisers
 - Other Admin staff and Officers
 - Staff in other reporting lines
- 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
 - Regular group meetings to share information
 - 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 Executive Coordination Officer.

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 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 Officer 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 will be in the range of **SDR 30,412 to SDR 34,214** per annum. At the 1 August 2021 exchange rate this salary range was equivalent to **FJD90,190 to FJD101,465**. 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 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 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 **24 September 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.