



PACIFIC ISLANDS FORUM SECRETARIAT

Excelling Together for the People of the Pacific



PACIFIC ISLANDS FORUM

40th Anniversary 1971-2011

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

REGIONAL SECURITY ADVISER July 2017

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A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 96 staff. The **Forum Secretariat's** mission is to support Forum Members undertake deeper forms of regionalism to further economic growth, sustainable development, good governance and security.

Achieve this through policy advice, coordination and implementing the decisions of Forum Leaders. (PIFS' Results Framework 2016 - 2018)

The Leaders' Vision:

Our Pacific 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.*

(Framework for Pacific Regionalism 2014)

B. JOB DESCRIPTION

Position Identification:

Job Reference:

Job Title: **Regional Security Adviser**

Work Unit: Political Governance & Security – KRAs 1 & 2

Responsible To: Director Policy - Political Governance & Security

Responsible For: 1

Job Purpose: **This job exists to:** Provide policy advice on trends and threats relating to regional security issues in the region

Date: July 2017

PIFS Job Band: Band 12 – SDR 41, 064 – SDR 61, 597

Organisation Context:

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 Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

The work of the Forum is guided by the Framework for Pacific Regionalism which was endorsed by Leaders in July 2014. It sets out the strategic vision, values, objectives and approaches to achieve deeper regionalism in the Pacific. Pacific regionalism is recognized by leaders 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.

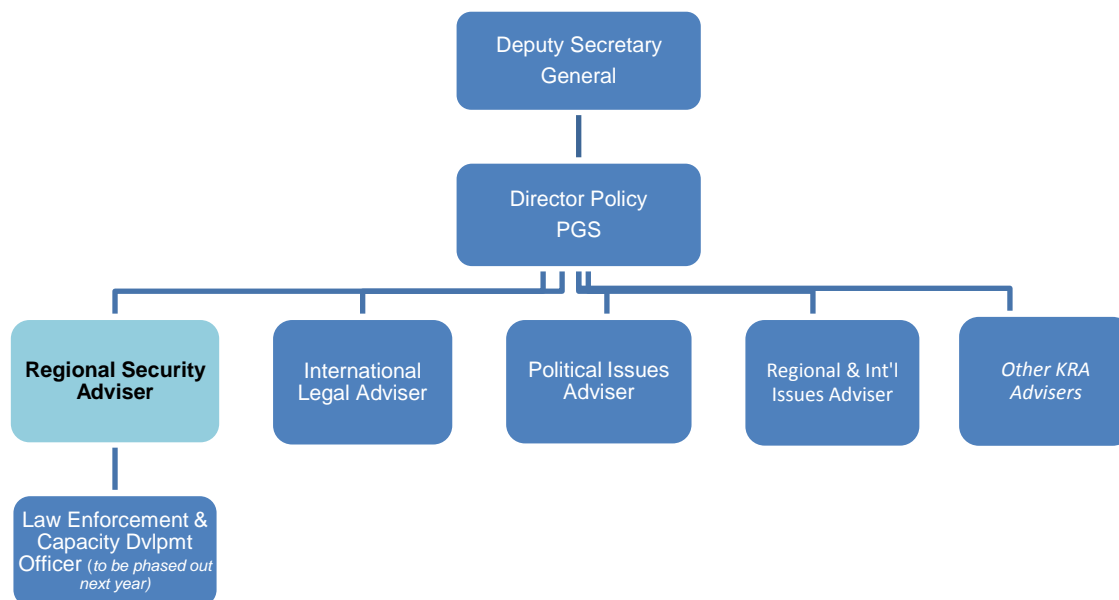
The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

The Secretariat operates on the basis of the strategic Results Framework 2016 – 2018. This Framework, which outlines Key Result Areas, is reviewed on a quarterly basis by the Senior Management Team and endorsed annually by Members attending the Forum Officials Committee budget session.

The Results Framework focuses on three Key Result Areas (KRAs): (i) Managing the Prioritised Regional Agenda, (ii) Implementing the Leaders' Priority Initiatives, and (iii) Corporate Affairs. Each KRA comprises a set of specific Output Areas. Each Output Area has a team leader and an assigned team of staff.

Policy & Position Context

The Regional Security Adviser will be responsible for monitoring issues that have security implications for the region, and develop policies for the consideration of Forum members. The Regional Security Adviser will also be responsible for the correlation of security related information of specialised law enforcement agencies, and the development of the Secretariat's security report(s) to inform decision making and policy development.



Key Result Areas:

The position of Regional Security Adviser encompasses the following major functions or Key Result Areas:

1. Policy Analysis and Advice
2. Regional Security Coordination, Cooperation and Information Sharing
3. High Level Partnerships and Advocacy
4. Team Performance & Leadership

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
1. Policy Analysis and Advice <ul style="list-style-type: none"> Monitoring issues that have security implications for the region including transnational crime issues, terrorism, political governance and corruption. Analysing 'root causes' of security breakdown in the region. Provision of strategic policy advice to Executive and Members on collective regional efforts to address threats to regional peace and security. 	<ul style="list-style-type: none"> Establish and maintain up-to-date knowledge of regional security issues in the region, and integrate and analyse such information to develop robust policy for the consideration of Forum Members. High quality policy briefings/advice prepared within deadlines.

Jobholder is accountable for	<i>Jobholder is successful when</i>
2. Regional Security Coordination, Cooperation and Information Sharing <ul style="list-style-type: none"> • Collection of relevant political governance, security and law enforcement data and information. • Formulation and publication of security reports in close consultation with relevant stakeholders and partner agencies. • Manage the process for compiling and analysing reports and lessons learned. • Coordination of relevant security related meetings (where appropriate) • Liaison with national and regional stakeholders to keep abreast of security priorities. • Coordination and facilitation of the approved meetings/mechanisms to help identify regional security priorities and the development of a regional response. • Liaison with regional and international partners to secure support for regional priorities as may be required. • Provide strategic security related information as and when required. 	<ul style="list-style-type: none"> • Ensuring relevant contributions to reporting are incorporated to enhance product output; • Regular reports on security issues and threats are provided to the Members through the Secretary General; • High level of awareness of security priorities which are reflected in strategic advice and regional responses. • Meeting participation is appropriate and well prepared and outcomes are fed back into Forum advice and activity as appropriate.
3. Inter-agency Partnerships and Advocacy <ul style="list-style-type: none"> • Identify important partnerships to progress regional security research or to advance any security related priorities identified by Leaders. • Support building of strategic alliances and partnerships to develop policy initiatives on the area on peace and security. • Promotion of importance of regional security issues through relevant regional and international meetings. 	<ul style="list-style-type: none"> • Development Partners/Forum Members discuss regional security priorities identified including suggested regional responses. • Liaison with partners results in assistance which responds to regional security gaps within the region. • Greater understanding of regional security issues and its linkages to other regional issues/priorities
5. Team Performance & Leadership <ul style="list-style-type: none"> • Manager of the officers under their direct supervision or under the sub-KRA Team; • Monthly reporting to the Director PGS; • Management of budgets lines. 	<ul style="list-style-type: none"> • Coordinated activities and responses. • Reporting to the Director. • Budgets utilised and accounted for in accordance with PIFS policies and procedures.

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.

Work Complexity:

- 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.

Functional Relationships & Relationship Skills:

Key contacts		Nature of the contact most typical
External	Country Ministers and officials	<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
	High Commissioners / Ambassadors - FIC	<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 briefings on topical issues
	Development partners (Regional and International Organisations)	<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

	Civil Society and other non-governmental organisations	<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
Internal	Secretary General and other members of Senior Management team (Deputy SG, Reporting Director)	<ul style="list-style-type: none"> • 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
	Other Advisers in Political Governance & Security – in particular, Political Issues Adviser	<ul style="list-style-type: none"> • Regular group meetings to share information • Informal one-on-one conversations • Emails and written briefings • Inputs to papers and presentations
	Other reporting officers and Administrative staff	<ul style="list-style-type: none"> • Periodic group meetings to share updates and seek information or assistance • Informal one-on-one conversations • Emails and requests for inputs to work
	Staff in other reporting lines	<ul style="list-style-type: none"> • Periodic group meetings to share updates and seek information or assistance • Informal one-on-one conversations • Inputs to papers and presentations • Emails and requests for inputs to work

Level of Delegation:

The jobholder:

- Manages operational budgets up to FJ\$200,000.
- Can authorise up to \$5,000 of costs in own budget

Person Specification:

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.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">Advanced degree in politics, legal, security or relevant discipline.	<ul style="list-style-type: none">Law enforcement experience

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">In-depth understanding of geo-political, political governance, security, legal and law enforcement issues within the Pacific;In depth knowledge of the Pacific region and cultural issues and sensitivities;Extensive experience in policy analysis and report writing;Experience and demonstrated success in a representational role in inter-governmental meetings and discussions;Sound public speaking and advocacy experience;Experience, managing or leading teams.	<ul style="list-style-type: none">At least 7 years' experience within the required field;Established network based within the region.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">Exceptionally good oral and written communication skillsStrong analytical skills, the ability to master new material quickly, and the ability to present complex issues simply and cogently.
Advanced level	<ul style="list-style-type: none">Ability to set priorities successfully working with minimal supervision;Ability to be proactive in seeking to develop new areas of work within identified objectives and strategiesExcellent organisation skills;A high level of interpersonal skills and communication skills;Sensitivity to the customs and traditions in the regionAbility to work with a small team of professional staff;A flexible approach and a willingness to assist with a variety of other tasks within the Secretariat.
Working knowledge	<ul style="list-style-type: none">Ability to interpret relevant legislation and international conventions and protocols;Understanding of the structures and roles of relevant law enforcement agencies.
Awareness	<ul style="list-style-type: none">Willing to travel economy class within and outside the region as requested, and to refrain from smoking in the office environment.

Key Capabilities

Below are the minimum Capabilities required of all employees of the Secretariat. For the position of Regional Security Adviser, the incumbent is required to demonstrate these Capabilities at advanced to expert level of Level D of the Capability Framework.

- Planning and Prioritising
- Communicating with Purpose
- Leading and Collaborating
- Applying Critical Thinking
- Developing & Strengthening Relationships
- Delivering Value

Personal Attributes

The job holder should be:

- Able to lead and motivate a team
- A good listener and clear and effective communicator
- Understanding and accommodating of cross-cultural differences
- Able to think quickly, respond well to new situations, and make decisions quickly if required
- Physically fit and able to travel frequently.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

C. REMUNERATION INFORMATION

The Forum Secretariat is part of the participating CROP agencies 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 Regional Security Adviser.

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 a period between three (3) to six (6) years based on performance, 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 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 12, 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 **SDR41,064 to SDR46,198 per annum**. At the 1 July 2017 exchange rate this salary range was equivalent to **FJD117,426 to FJD132,107**.

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 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 FJD2,625 per month or FJD 31,500 per annum.

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 FJD17,802 per child per annum and up to a maximum of FJD53,406 per family per annum.

Recruitment & Repatriation Entitlements

- *Principle:* To meet costs of travel, accommodation and for moving personal effects of staff and dependants 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

- *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 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.

Other Benefits

- Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

D. ADMINISTRATIVE INFORMATION

The closing date for applicants is **1 September 2017**. 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.