



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 & INTERNATIONAL
PARTNERSHIPS 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 100 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 and International Partnerships Adviser**

Work Unit: KRAs 1 & 2

Responsible To: Director Policy

Responsible For: Up to 2 staff

Job Purpose: **This job exists to:** Strengthen engagement and build partnerships with strategic stakeholders to advance Forum's work and its key priority areas.

Date: July 2017

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

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)

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.

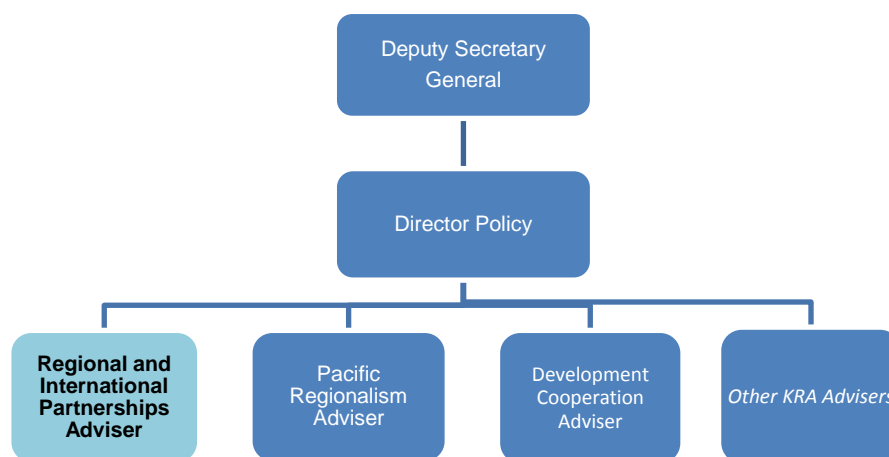
The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

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 International and Regional Issues Adviser will be responsible for the overall coordination of the Secretariat's main partners, and partnerships within the region in the advancement of robust and inclusive regional policy under the Framework for Pacific Regionalism, and the implementation of Forum Leaders' priorities.



Key Result Areas:

The job of **Regional and International Partnerships Adviser** encompasses the following major functions or Key Result Areas:

1. Analysis and advise on strengthening external and internal engagement to advance the vision of the Forum
2. Coordinate implementation of partnerships to advance the decisions of Forum Leaders
3. Coordinate overall relations between the Forum and its Dialogue Partners
4. Coordinate relations between the Forum and other regional organisations
5. Work with other Advisers across the organisation to oversee effective positioning and representation of the Forums interests in strategic regional and international meetings
6. Manage staff as may be required.

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

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| 1. Analyse and advise on strengthening external and internal engagement <ul style="list-style-type: none"> ▪ Identify key strategic partners and advise on how to strengthen strategic engagement. ▪ Coordinate the finalisation and implementation of the Stakeholder Engagement Strategy. ▪ Identify opportunities for engaging in partnerships, to further priorities of the Framework for Pacific Regionalism, with regional and international partners. ▪ Provide advice to PIFS staff on partners' positions as appropriate. | <ul style="list-style-type: none"> ▪ Improved partner engagement with the region, on the basis of Pacific Developed Partnerships and Programmes. |

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| 2. Coordinate implementation of partnerships to advance decisions of Forum leaders <ul style="list-style-type: none"> ▪ Provide advice on effective coordination, implementation and monitoring of partnerships to advance the decisions of Forum Leaders. ▪ Coordinate High level consultations (HLCs) with key Partners. | <ul style="list-style-type: none"> ▪ Accountable partnerships engaging key stakeholders in a coordinated manner that report effectively back to members. |
| 3. Coordinate overall relations between the Forum and its Dialogue Partners <ul style="list-style-type: none"> ▪ Consult and disseminate information to Forum Dialogue Partners (FDP) on relevant issues in the region. ▪ Coordinate the FDP Plenary ▪ Coordinate effective follow up of FDP plenary including linking with HLCs, bilateral and the PIC Partners Meeting. ▪ Maintain consistent line of communication with members on PFD applications | <ul style="list-style-type: none"> ▪ Increased reflection of Pacific Priorities in PFD Partners policy and political positions. ▪ Increased political support from PFD partners to Forum positions in the regional and international arena. ▪ Increased engagement of PFD Partners in the region at a political and policy level that directly influences their development assistance programmes. |
| 4. Coordinate relations between the Forum and other regional organisations <ul style="list-style-type: none"> ▪ Coordinate and Service the Council of Regional Organisations in the Pacific (CROP) Heads Meetings, as well as their meetings with Forum Leaders. ▪ Liaise with CROP Agencies for input to collective CROP briefs. ▪ Coordinate CROP engagement with FDP process. | <ul style="list-style-type: none"> ▪ Effective CROP collaboration in policy development. ▪ Effective CROP coordination and partnerships for implementing regional priorities and Leaders decisions. |
| 5. Provide effective representation of the Forums interests at selected regional and international meetings <ul style="list-style-type: none"> ▪ Coordinate and provide timely, high quality advice to Forum members on regional and international issues of importance to them. ▪ Coordinate and provide policy advice and support at relevant international meetings (UNGA). ▪ Provide effective representation of Forums interest in matters to do with the UN Programmes and Commissions where appropriate. | <ul style="list-style-type: none"> ▪ High quality, timely briefs provided to Members. ▪ Informed participation of Members in relevant international for a. ▪ Increased UN support to the Pacific that is coordinated and targeted at Forum Island Countries' needs, and delivered according to the absorptive capacity of the region and its Members. |

| Jobholder is accountable for | Jobholder is successful when |
|--|---|
| 6. Team Performance & Leadership <ul style="list-style-type: none"> ▪ Work closely with other Advisers to advance the overall priorities of the Forum. ▪ Lead on specific sub-KRAs by planning and allocating work among the Team. ▪ Monthly reporting to the Director Policy; ▪ Management of budgets lines. | <ul style="list-style-type: none"> ▪ KRAs achieved within the required timeframe. ▪ Strong collegiality and team work. ▪ Activities are planned and coordinated. |

Note

The above accountabilities and performance requirements are provided as a guide only. There is the possibility for example of (4) above being transitioned to another responsible Adviser as part of the Secretariat's ongoing reforms. Additionally, 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:

| |
|--|
| Most challenging duties typically undertaken: |
| <ul style="list-style-type: none"> ▪ Liaising with Pacific Leaders and Member countries to identify positions and regional problems, and to advance Forum positions ▪ Preparing briefs for officials meetings and Leaders Summits with Japan, France, USA and EU ▪ The number of briefs and papers that need to be prepared and coordinated with various stakeholders for Forum related meetings ▪ 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 | 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 NY Missions | <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 |
| | Council of Regional Organisations in the Pacific (CROP) | <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 | Senior Management Team | <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 | <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">▪ An advanced university degree in a relevant field | <ul style="list-style-type: none">▪ International relations, diplomacy |

Knowledge/Experience

| Essential: | Desirable: |
|--|--|
| <ul style="list-style-type: none">▪ A sound knowledge of the international concerns and interests of Forum members and of the regional positions on these concerns and interests▪ Proven ability to monitor regional and international developments and to conduct comprehensive analysis and provide high quality policy advice▪ Experience in working in a cross-cultural environment▪ Experience and demonstrated success in the coordination and organisation of high level inter-governmental and non-governmental regional and international meetings | <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 skills▪ Exceptionally good diplomacy, coordination and networking skills▪ Strong interpersonal skills and demonstrated success in representational role in international or inter-governmental meetings and discussions▪ Excellent personal leadership |
| Advanced level | <ul style="list-style-type: none">▪ Ability to set priorities successfully working with minimal supervision▪ Governance and regional architecture of the Pacific▪ Vision, Initiative and Direction▪ Sensitivity to the customs and traditions in the region▪ Ability to work with a small team of professional staff |

| | |
|-------------------|--|
| Working knowledge | <ul style="list-style-type: none"> ▪ Administrative best practice processes ▪ Negotiation skills |
| 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 & International Partnerships 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.