



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**

### **OCEAN ANALYST & MANAGER DECEMBER 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: **Ocean Analyst & Manager**

Work Unit: Office of the Pacific Ocean Commissioner Unit

Responsible To: Deputy Secretary General

Responsible For: 2

Job Purpose: **This job exists to:** manage the work of the Office of the Pacific Ocean Commissioner (OPOC) with a view to securing its long-term sustainability in a manner responsive to the needs of the OPOC, regional partners and sector-related interests.

Date: November 2017

PIFS Job Band: Band 12 – SDR 39,868 – SDR 59,803

## 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.

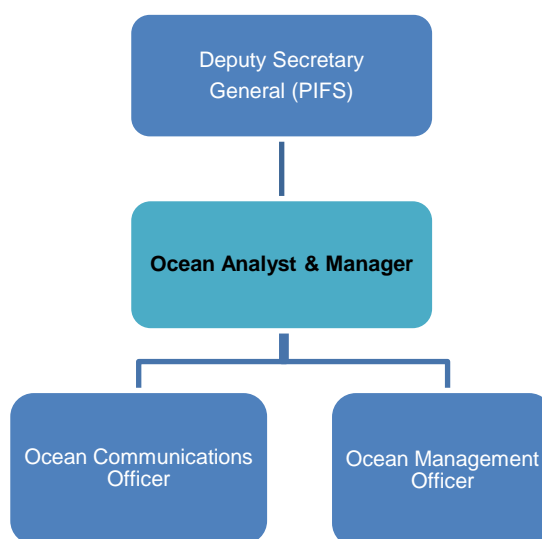
The Secretariat operates on the basis of the strategic Results Framework 2016 – 2018. This Framework, which outlines Key Result Areas, is reviewed on a quarterly basis by the Senior Management Team and endorsed annually by Members attending the Forum Officials Committee budget session.

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.

The Office of the Pacific Ocean Commissioner (the OPOC) was established by Pacific Leaders in 2012. The OPOC, comprises of the Pacific Ocean Commissioner (the Commissioner) and dedicated support staff. The role of the OPOC is to provide high level representation and commitment to ensure dedicated advocacy and attention to Pacific Ocean priorities, decisions and processes at national, regional and international levels. The Ocean Communication Officer (OCO) will work in the OPOC as a part of a team within the Pacific Islands Forum Secretariat, reporting directly to the Ocean Analyst & Manager (OAM), who in turn reports the Deputy Secretary General. The OCO will also work closely with the Ocean Management Officer (OMO).

## Position Context

The Ocean Analyst & Manager will work in the OPOC as a part of a team within the Pacific Islands Forum Secretariat, reporting the directly to the Deputy Secretary General (PIFS). The OAM will be the direct supervisor of the Ocean Management Officer (OMO) and the Ocean Communications Officer (OCO).



## Key Result Areas

The position of Ocean Analyst & Manager encompasses the following major functions or Key Result Areas:

1. Support regional cross-sectoral ocean policy implementation including the Framework for a Pacific Oceanscape and Sustainable Development Goal 14.
2. Support Pacific countries with Biodiversity Beyond National Jurisdiction (BBNJ).
3. Contribute to ocean financial assessments and readiness in order to improve resourcing and implementation of the Framework for a Pacific Oceanscape (FPO), Sustainable Development Goal 14 and other relevant regional or national policies.
4. Undertake resource mobilization procedures for ongoing sustainability of OPOC.
5. Lead day-to-day administration of OPOC.
6. Support regional ocean policy communications and advocacy.

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Support regional cross-sectoral ocean policy implementation including the Framework for a Pacific Oceanscape and Sustainable Development Goal 14.</b> <ul style="list-style-type: none"> <li>• Oversee a gap analysis report and development of implementation plans for gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed gap analysis produced and rational and practical plans developed.</li> <li>• Demonstrably strengthened capacity and partnerships supporting implementation of SDG14.</li> </ul>

Jobholder is accountable for	<i>Jobholder is successful when</i>
<ul style="list-style-type: none"> <li>• Development of a multi-stakeholder regional roadmap, including resourcing plan, for building regional and national capacity to support implementation of SDG 14.</li> <li>• Development of partnerships for implementation across SDG 14 themes</li> <li>• Support work to identify implementation needs, priorities, and pathways.</li> <li>• Liaise with donors to mobilise financial and technical resources, and track efforts and outputs.</li> <li>• Assist with the development of systems and relationships for enhancing donor and development partner coordination;</li> <li>• Support work to manage the Pacific Ocean Alliance to coordinate ocean policy development and implementation efforts across regional and international agencies, national institutions, donors and development partners, including NGOs and the private sector;</li> <li>• Support review and development of monitoring and evaluation for the FPO, SDG 14 and regional ocean initiatives;</li> </ul>	<ul style="list-style-type: none"> <li>• Promote improved implementation and increased resources for partners to contribute to delivery of SDG14.</li> <li>• Promote improved alignment and harmonisation of development partners through coordination and advocacy.</li> <li>• POA strengthen and identifiable elements of improved coordination achieved.</li> <li>• Monitoring of FPO and SDG 14 and relevant regional initiatives is operational.</li> </ul>
<p><b>2. Support for countries on biodiversity of areas beyond national jurisdiction</b></p> <ul style="list-style-type: none"> <li>• Provide policy analysis to support countries as required including, identification of technical needs and coordination of technical advice for countries with partners of the Pacific Ocean Alliance, including CROP agencies;</li> <li>• Leading technical missions to support Pacific Island countries at future preparatory meetings and negotiations;</li> <li>• Securing funding to support PICT participation at the negotiations.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct support is provided to Pacific countries for BBNJ through technical support, capacity development and technical coordination.</li> <li>• Adequate funding is in place for PICT participation.</li> </ul>
<p><b>3. Ocean financial assessment and readiness to improve resourcing and implementation for Framework for a Pacific Oceanscape (FPO) and Sustainable Development Goal (SDG) 14 implementation</b></p> <ul style="list-style-type: none"> <li>• Oversee development of an ocean finance assessment framework;</li> <li>• Oversee pilot ocean finance assessment studies;</li> <li>• Development of plans and negotiations to fund identified gaps.</li> </ul>	<ul style="list-style-type: none"> <li>• Frameworks for ocean finance assessments developed.</li> <li>• Pilot ocean assessments are undertaken and delivered and targeted enhancements are promoted.</li> </ul>

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<b>4. Resource mobilization for ongoing sustainability of OPOC</b> <ul style="list-style-type: none"> <li>• Support OPOC to develop and implement a Funding Strategy for the Office, including long-term secure financing for core staff as a priority.</li> <li>• Identify opportunities and draft / lead drafting of concept notes and proposals to obtain resources for OPOC and POA partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed Funding Strategy produced.</li> <li>• Adequate resources obtained for maintenance of OPOC and relevant POA partners.</li> </ul>
<b>5. Administration of OPOC</b> <ul style="list-style-type: none"> <li>• Promote implementation of governance arrangements developed for the OPOC and the Pacific Ocean Alliance as required;</li> <li>• Manage stakeholder engagement and designated support staff, including consultants, and the Ocean Management Officer and Ocean Communication Officer;</li> <li>• Manage reporting for external grants and internal Secretariat processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop required protocols and processes to assist OPOC and POA.</li> <li>• Comprehensive management of OPOC staff and administrative requirements are achieved in a timely, compliant and high quality way.</li> </ul>
<b>6. Support regional ocean policy development and advocacy</b> <ul style="list-style-type: none"> <li>• Prepare briefing notes and analysis to support policy, advocacy and political leadership by the Commissioner as required;</li> <li>• Oversee the development and facilitate endorsement of an Ocean Communication Strategy, Customer Relationship Management Database and OPOC website;</li> <li>• Represent the Commissioner at regional meetings, such as the Marine Sector Working Group, and coordinate with such groupings to support the Commissioner, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Required ocean analysis and advocacy is produced in a timely and high quality way.</li> <li>• OPOC Communication Strategy, Customer Database and website are operational and fit-for-purpose.</li> <li>• Coordination and representation at meetings meets requirements.</li> </ul>
<b>7. Support implementation of the FPO</b> <ul style="list-style-type: none"> <li>• Support work to identify implementation needs, priorities, and pathways.</li> <li>• Liaise with donors to mobilise financial and technical resources, and track efforts and outputs.</li> <li>• Support work to manage the Pacific Ocean Alliance to coordinate ocean policy development and implementation efforts across regional and international agencies, national institutions, donors and development partners, including NGOs and the private sector;</li> </ul>	<ul style="list-style-type: none"> <li>• FPO implementation needs are identified and efforts and resources are directed at implementation weaknesses and policy development.</li> <li>• POA mobilized and coordinated to support FPO implementation.</li> </ul>

## 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

### Example Only

- Identification and follow-up of strategic opportunities for promoting coordinated implementation of FPO / SDG 14.
- Technical analysis underpinning, and writing of, documents for external audiences which include technical oceans information.
- Communicating and engaging effectively with development partners to understand areas which can promote a more harmonised approaches to implementation of FPO / SDG 14.

## Functional Relationships & Relationship Skills

Key contacts		Nature of the contact most typical
External	Pacific Oceans Alliance	<ul style="list-style-type: none"><li>• E-mail circulars, social networking.</li><li>• Official circulars, letters, papers, emails sharing advisory material or information on OPOC processes</li><li>• Conversations during regional meetings to build understanding and address issues</li></ul>
	Development partners (Regional and International Organisations)	<ul style="list-style-type: none"><li>• Official circulars, letters, papers, emails sharing advisory material or information on OPOC processes</li><li>• Conversations during regional meetings to build understanding and address issues</li><li>• One-on-one meetings on relevant issues</li></ul>
Internal	Pacific Ocean Commissioner / Deputy Secretary General (PIFS)	<ul style="list-style-type: none"><li>• Provision of written and verbal briefings on subject areas</li><li>• Official internal communication seeking management approval / endorsement of papers, presentations, and resource requests</li><li>• Discussions on strategic programme directions</li></ul>
	Other OPOC staff, interns etc.	<ul style="list-style-type: none"><li>• Periodic group meetings to share updates and seek information or assistance</li><li>• Informal one-on-one conversations</li><li>• Emails and requests for inputs to work</li></ul>

## Level of Delegation

The position holder:

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



## 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"> <li>• University Postgraduate Degree in ocean/environmental management / governance or a discipline related to International Treaties / Law of the Sea Conventions.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional degree in governance, management or economics / accounting.</li> </ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 10 years of experience in UN conventions, meetings, negotiations and evidence based strategic planning with demonstrated high-level analytical skills.</li> </ul> <p><b>Experience in Ocean Governance in the Pacific</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in regional frameworks for development operations funded by international agencies with a preference for ocean governance and law of the sea and other development issues at the international, regional and national levels.</li> <li>• Leadership, coordination and the mentoring of staff; Aptitude for the provision of high quality service.</li> <li>• Flexible approach and demonstrated ability to meet deadlines.</li> </ul> <p><b>Technical Skills and experience in the region as well as working with development partners, regional or international organisations</b></p> <ul style="list-style-type: none"> <li>• Experience with international funding agencies and the World Bank guidelines and procedures (i.e. procurement, financial reporting and management etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability for programme / project management including preparing budgets, personnel management, reporting and evaluation oversight of progress.</li> <li>• Experience of professional engagement with country representatives of Pacific, or other developing, countries at national / regional events.</li> </ul>

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Experience in implementing projects with wide range of development partners, regional agencies, NGOs and civil societies, preferably in a Pacific Island Country environment; Understanding of issues related to ocean resources management in the Pacific.</li> <li>• Experience of country level engagement with a variety of multi-level stakeholders; Ability to work effectively within diverse cultural and multi-disciplinary background.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### 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"> <li>• Ability to engage effectively with a wide stakeholder base;</li> <li>• Analytical skills for the analysis of technical data and information in oceans and the ability to produce well-evidenced but accessible outcomes;</li> <li>• The ability to master new material quickly and the ability to present complex issues simply;</li> <li>• Oral and written communication skills for a range of environments / outputs.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Ability to set priorities for personal work and to delegate appropriately;</li> <li>• Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies;</li> <li>• Ability to set up administrative procedures and ensure compliance across a small team;</li> <li>• Interpersonal skills;</li> <li>• Sensitivity to the customs and traditions in the region;</li> <li>• Ability to work with a small team of professional staff;</li> <li>• A flexible approach and a willingness to assist with a variety of other tasks within the OPOC.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to manage a small and dedicated team;</li> <li>• Development partner roles, responsibilities and formats for resource mobilisation.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Willing to travel economy class within and outside the region as requested, and to refrain from smoking in the office environment.</li> </ul>

### Key Capabilities

*Below are the minimum Capabilities required of all employees of the Secretariat. For the position of Ocean Communication Officer, the incumbent is required to demonstrate these Capabilities at the advanced 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:

- Understanding and accommodating of cross-cultural differences
- 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 Ocean Analyst & Manager.

### **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 salary will be in the range of **SDR 39,868 to SDR44,852** per annum. At the 1 November 2017 exchange rate this salary range was equivalent to **FJD115,492 to FJD129,930**.

### **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 FJD3,000 per month or FJD 36,000 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 **26 January 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](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 available on the website.