



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 COMMUNICATION OFFICER 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 Communication Officer**

Work Unit: Office of the Pacific Ocean Commissioner Unit

Responsible To: Deputy Secretary General

Responsible For: 0

Job Purpose: **This job exists to:** facilitate the effective advocacy, coordination and stakeholder engagement of the OPOC with diverse stakeholders in the Pacific, and support day-to-day communications of the OPOC.

Date: November 2017

PIFS Job Band: Band 10 – SDR 28,666 – SDR 42,999

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.

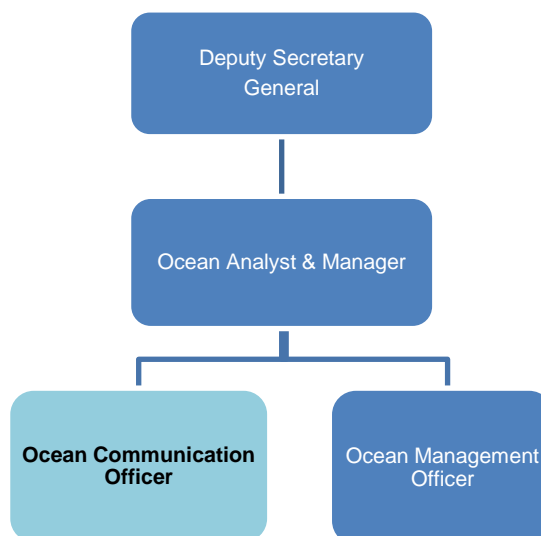
The Secretariat operates on the basis of the strategic Results Framework 2016 – 2018. This Framework, which outlines Key Result Areas, is reviewed on a quarterly basis by the Senior Management Team and endorsed annually by Members attending the Forum Officials Committee budget session.

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).

Policy & Position Context

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 to Ms Cristelle Pratt, Deputy Secretary General. The OCO will also work closely with the Ocean Management Officer (OMO).



Key Result Areas

The position of Ocean Communication Officer encompasses the following major functions or Key Result Areas:

1. Development and implementation of an Oceans Communication Strategy
2. Development of an OPOC website
3. Development of an OPOC customer relationship management database
4. Day-to-day communications activities for the OPOC
5. Management and administration of OPOC communications and other relevant activities

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

Jobholder is accountable for	Jobholder is successful when
1. Development and implementation of an Oceans Communication Strategy <ul style="list-style-type: none"> Based on existing communications strategy recommendations prepared for the OPOC, develop a final strategy and support its approval through the necessary avenues; Support implementation of the strategy including resolution of brand and messaging, establishment of a digital presence and supporting resource mobilization activities; Development of baselines and reporting on strategy implementation. 	<ul style="list-style-type: none"> A finalised communications strategy is approved by relevant stakeholders; Accurate, attractive, consistent and well-targeted communications products are created and effectively distributed; A valid baseline of ocean awareness is established across stakeholders; Progress on delivery of the communications strategy is recorded and reported.

Jobholder is accountable for	<i>Jobholder is successful when</i>
2. Development of an OPOC website <ul style="list-style-type: none"> • Manage the procurement and development of a separate OPOC website as a home for communications content, register of regional ocean initiatives data portal and resources for Pacific Ocean Alliance members; • Manage ongoing maintenance and content of the website. 	<ul style="list-style-type: none"> • OPOC website technically supported and high quality online content developed; • OPOC website operational and includes all relevant content; • OPOC website maintains functionality and is updated with relevant information on a regular basis; • Increased traffic to OPOC website.
3. Development of an OPOC customer relationship management database <ul style="list-style-type: none"> • Manage the procurement and development of a customer relationship management database to manage the OPOC's communications, particularly with the Pacific Ocean Alliance. 	<ul style="list-style-type: none"> • A customer relationship management database is designed and structured; • A customer database is filled with details of POA members and other relevant stakeholders / institutions; • The database is maintained and updated on a regular basis.
4. Day-to-day communications activities for the OPOC <ul style="list-style-type: none"> • Support writing and consistent messaging of technical content, speeches and briefs prepared by the OPOC; • Oversee development of print, web and multimedia communications products for the OPOC; • Emails to the Pacific Ocean Alliance; • Ongoing management of social media; • Development of media releases. 	<ul style="list-style-type: none"> • Advocacy and communications products are consistent and effective; • Briefs and speeches are focussed and prepared in good time; • POA communications are regular, topical and consistent with other advocacy activities; • POA communications use a variety of techniques including hard copy, digital and multimedia; • Social media and media activity is consistent and mutually supportive of other activities.
5. Management and administration of OPOC communications and other relevant activities <ul style="list-style-type: none"> • Procurement, management and reporting on communications projects; • Support to resource mobilisation, such as consultations, concept notes and proposals; • Event management and facilitator support to meetings held by the OPOC/POA. 	<ul style="list-style-type: none"> • Administrative and management arrangements for communications-related work is organised, compliant and timely; • Direct support is provided to resource mobilisation to further support the work of OPOC and POA members; • OPOC / POA events are organized, well managed and communicated to a broad potential delegate base; • Facilitation of event sessions supports outcomes.

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

- Writing clear and consistent speeches for external audiences with cover complex technical and regional development aspects.
- Communicating and engaging effectively with POA to identify strengths and weaknesses and opportunities for further advocacy / coordination roles of OPOC.
- Drafting components of concept notes / proposals which encompass the view of the POA base for OPOC and other relevant agencies.

Functional Relationships & Relationship Skills

Key contacts		Nature of the contact most typical
External	Pacific Oceans Alliance	<ul style="list-style-type: none">• E-mail circulars, social networking.• Official circulars, letters, papers, emails sharing advisory material or information on OPOC processes• Conversations during regional meetings to build understanding and address issues
	Development partners (Regional and International Organisations)	<ul style="list-style-type: none">• Official circulars, letters, papers, emails sharing advisory material or information on OPOC processes• Conversations during regional meetings to build understanding and address issues• One-on-one meetings on topical issues
Internal	Pacific Ocean Commissioner / Deputy Secretary General (PIFS)	<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
	Ocean Analyst and Manager (OAM, OPOC)	<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 OPOC staff, interns etc.	<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
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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"> • Minimum Bachelor degree in communications, marketing, public policy, international development or other relevant discipline. 	<ul style="list-style-type: none"> • Masters degree in communications, marketing, public policy, international development or other relevant discipline.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least seven (7) years' working experience in a relevant field. <p>Experience in Communication in the Pacific</p> <ul style="list-style-type: none"> • Demonstrated experience working in communications, ideally with Pacific Island Countries and Territories • Experience working in a team environment. • Flexible approach and demonstrated ability to meet deadlines. <p>Technical Skills and experience</p> <ul style="list-style-type: none"> • Experience in website development • Experience in managing social media and large stakeholder networks • Experience in implementing communications strategies • Experience in development of communications products including video, brochures and posters. 	<ul style="list-style-type: none"> • Experience of working with oceans and / or development challenges in the Pacific region. • Experience of attendance and involvement in high-level meetings of technical / political nature.

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">• Ability to manage a large stakeholder base and produce timely and relevant communications;• Exceptionally good oral and written communication skills for a range of environments / outputs;• Strong 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 strategies• Excellent organisation skills;• A high level of interpersonal skills and communication skills;• Sensitivity to the customs and traditions in the region• Ability 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 OPOC.
Working knowledge	<ul style="list-style-type: none">• Ability to manage website production and to produce multimedia outputs.
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 Ocean Communication Officer, the incumbent is required to demonstrate these Capabilities at the intermediate level of Level C 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 Communication 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 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 10, 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 28,666 to SDR32,250** per annum. At the 1 November 2017 exchange rate this salary range was equivalent to **FJD83,042 to FJD93,424**.

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 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.