



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 MANAGEMENT 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 Management Officer**

Work Unit: Office of the Pacific Ocean Commissioner Unit

Responsible To: Ocean Analyst & Manager

Responsible For: 0

Job Purpose: **This job exists to:** support the work of the Oceans Analyst & Manager (OAM) and Pacific Ocean Commissioner, support regional monitoring and evaluation of international and regional reporting obligations and provide support to day-to-day operations of the Office.

Date: November 2017

PIFS Job Band: Band 9 – SDR 25,408– SDR 38,112

## 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.*

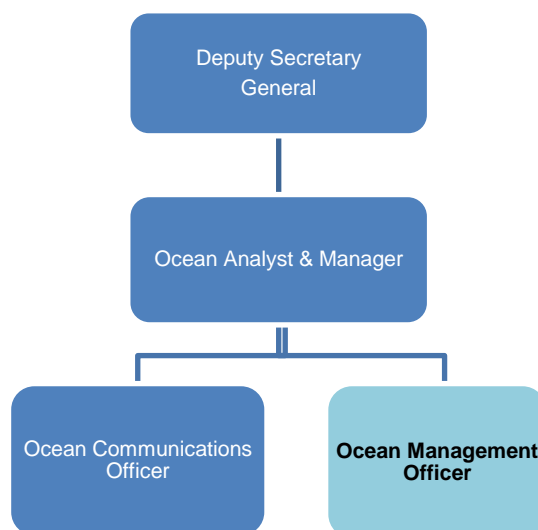
The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

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 Management Officer (OMO) 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 OMO will also work closely with the Ocean Communications Officer (OCO).

## Policy & Position Context



## Key Result Areas

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

1. Monitoring and evaluation of the Framework for a Pacific Oceanscape, and regional progress against Sustainable Development Goal 14 (Life Below Water), along with any other relevant international obligations.
2. Tracking of regional ocean initiatives and data, including voluntary commitments to SDG 14, as mandated to the OPOC by the Palau Declaration by Pacific Leaders.
3. Support development of a comprehensive roadmap for sustained capacity development under SDG 14
4. Administrative support to the Office of the Pacific Ocean Commissioner
5. Support regional ocean policy development and advocacy
6. Support work toward discussions and negotiations on Biodiversity Beyond National Jurisdiction

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Monitoring and evaluation of the Framework for a Pacific Oceanscape, and regional progress against Sustainable Development Goal 14 (Life Below Water), along with any other relevant international obligations.</b> <ul style="list-style-type: none"> <li>• Finalisation of revised FPO indicators and Results Framework to align with SDG 14 indicators and other regional ocean policy monitoring programmes</li> <li>• Undertaking regular evaluation of progress toward implementation of the FPO and SDG 14</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of FPO and SDG 14 and relevant regional initiatives is operational.</li> </ul>

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<b>2. Tracking of regional ocean initiatives and data, including voluntary commitments to SDG 14, as mandated to the OPOC by the Palau Declaration by Pacific Leaders.</b> <ul style="list-style-type: none"> <li>• Development of a data collection strategy with donors, countries and other members of the POA</li> <li>• Working with providers to make ocean initiatives portal (already in development) publicly accessible and regularly maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Ocean initiatives portal is publically available and populated with up-to-date information and complying with the Palau Declaration.</li> </ul>
<b>3. Support development of a comprehensive roadmap for sustained capacity development under SDG 14</b> <ul style="list-style-type: none"> <li>• Support capacity gap analysis</li> <li>• Support alignment of capacity development roadmap, particularly alignment with other regional and international monitoring and evaluation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Gap analysis of regional capacity for SDG14 is completed.</li> <li>• Capacity roadmap developed and aligned with regional and international processes.</li> </ul>
<b>4. Administrative support to the Office of the Pacific Ocean Commissioner</b> <ul style="list-style-type: none"> <li>• Support strategic planning and reporting to external grants and internal Secretariat processes;</li> <li>• Support procurement and other administrative requirements of the OPOC;</li> <li>• Event management support to meetings held by the OPOC/POA.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative and support requirements are supported and delivery in a high quality and timely way.</li> </ul>
<b>5. Support regional ocean policy development and advocacy</b> <ul style="list-style-type: none"> <li>• Prepare briefing notes, analysis and communications materials to support policy, advocacy and political leadership by the Commissioner as required;</li> <li>• Represent the OPOC at meetings, such as the Marine Sector Working Group, and coordinate with such groupings to support the Commissioner, as required;</li> <li>• Support the OAM work on ocean financing;</li> <li>• Development of technical content for communications activities and sustainable financing of OPOC.</li> </ul>	<ul style="list-style-type: none"> <li>• Support is provided to the Pacific Ocean Commissioner, OAM and OCO to facilitate advocacy and dissemination.</li> <li>• Robust technical inputs are provided to support work streams, including ocean financing assessments and financial support for OPOC.</li> </ul>

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<b>6. Support work toward discussions and negotiations on Biodiversity Beyond National Jurisdiction</b> <ul style="list-style-type: none"> <li>• Project support including logistics and funding support for Pacific Island delegates;</li> <li>• Support development of necessary technical resources and engagement of specialists for negotiations.</li> </ul>	<p>Organisational and technical support provided to Pacific stakeholders in the BBNJ process.</p>

#### **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**

- Designing and undertaking a gap analysis on capacity to deliver SDG 14 in the region, involving stakeholder consultation, analytical review and drafting technical outcomes.
- Populating the ocean initiatives portal with relevant information for monitoring project and progress in implementation in oceans.
- Prepare draft briefing notes and talking points on a variety of oceans topics for senior representatives.

### **Functional Relationships & Relationship Skills**

<b>Key contacts</b>		<b>Nature of the contact most typical</b>
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> <li>• Consultations on oceans topics, such as capacity and monitoring SDG 14.</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>

	Ocean Analyst and Manager (OAM, OPOC)	<ul style="list-style-type: none"> <li>• Regular group meetings to share information</li> <li>• Informal one-on-one conversations</li> <li>• Emails and written briefings</li> <li>• Inputs to papers and presentations</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

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Minimum Bachelor degree in a relevant discipline to ocean development / management / governance.</li> </ul>	<ul style="list-style-type: none"> <li>• A Master's degree in communications, marketing, management, public policy, international development or other relevant discipline.</li> </ul>

#### Knowledge/Experience

Essential:	Desirable:
<p><b>Experience in Ocean Governance in the Pacific</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in ocean governance, relevant natural resource governance issues or international development.</li> <li>• Familiarity with the Pacific region or development challenges for SIDS.</li> <li>• Experience working in a team environment.</li> <li>• Flexible approach and demonstrated ability to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with oceans and / or development challenges in the Pacific region.</li> <li>• Engagement with a diversity of stakeholder types, including governmental, NGO and CBO.</li> </ul>
<p><b>Technical Skills and experience</b></p> <ul style="list-style-type: none"> <li>• Experience in supporting development of grant applications or proposals, budgets, resource allocation and reporting.</li> <li>• Experience in monitoring and evaluation of large projects, programmes or policy implementation.</li> </ul>	<p>Proven experience of technical analysis of oceans / development challenges in the Pacific region.</p>



<ul style="list-style-type: none"> <li>• Experience in preparation of high quality dissemination material.</li> <li>• Experience in coordination of small and large meetings.</li> </ul>	
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### **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>• Manage and direct stakeholder consultations;</li> <li>• Oral and written communication skills for a range of outputs;</li> <li>• Ability to master new approaches quickly and produce deliverables in a timely way.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Interpersonal skills and communication skills;</li> <li>• Ability to set priorities;</li> <li>• Organisation 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> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to manage data and information.</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 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 Management 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 9, 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 25,408 to SDR28,584** per annum. At the 1 November 2017 exchange rate this salary range was equivalent to **FJD73,603 to FJD82,804**.

### **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.