



PACIFIC ISLANDS
FORUM SECRETARIAT

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

ENGAGEMENT OFFICER – SUSTAINABLE DEVELOPMENT

July 2018

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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)

B. JOB DESCRIPTION

Position Identification

Job Reference:	
Job Title:	Engagement Officer - Sustainable Development (SD)
Work Unit:	Policy – KRAs 1 & 2
Responsible To:	Director – Programmes and Initiatives
Responsible For:	1
Job Purpose:	To assist the Regional Planning Adviser in leading the coordination of regional efforts on sustainable development.
Date:	July 2018
PIFS Job Band:	Band 9

The Leaders' Vision

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:

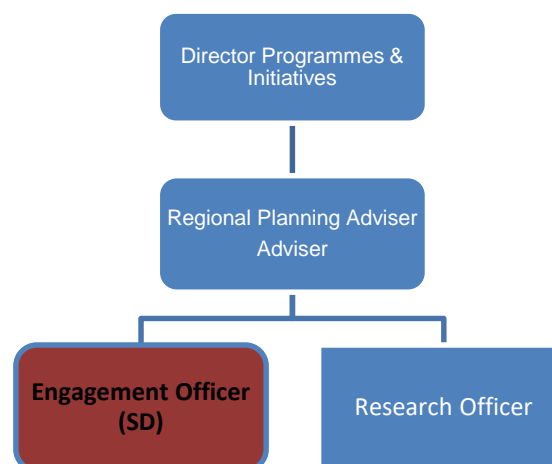
The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories 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 four Key Result Areas (KRAs): (i) Promoting People-Centred Development, (ii) Maximising the Potential of our Shared Pacific Ocean, (iii) Increasing Economic Prosperity, and iv) Strong Pacific Governance for a Peaceful and Stable Region. Each KRA comprises a set of specific Output Areas. Each Output Area has a team leader and an assigned team of staff.

Position Context



The position of **Engagement Officer (SD)** encompasses the following major functions or Key Result Areas:

1. Coordination and monitoring of the PRSD

- Support the coordination and monitoring of the implementation of the Pacific Roadmap for Sustainable Development
- Provide secretariat support to the Pacific SDGs Taskforce (SDGTF);

- Assist the RPA in providing strategic advice to PIFS management and the SDGTF on regional coordination efforts, mechanisms and processes
 - Assist the RPA in drafting agendas, minutes and outcomes of SDGTF meeting
 - Assist the RPA in drafting meeting papers, presentations and briefs for the Chair and taskforce members
- 2. Monitoring and reporting towards the SDG's, SAMOA Pathway, Sendai Framework, Paris Agreement** in the context of the Framework for Pacific Regionalism and National Plans
- Track developments at the country, regional and global levels on SDGs, SAMOA Pathway and FPR progress as appropriate.
 - Keep abreast with international developments and good practice examples in the achievement of SDGs and SAMOA Pathway, Sendai Framework, Paris Agreement, AAAA and GPEDC as appropriate.
 - Assist with and participate in country visits, including drafting Trip Reports, to promote SDGs, SAMOA Pathway and FPR progress on the ground as directed.
- 3. Work with Secretary of the Pacific Commission (SPC) to maintain, in a timely manner, a high quality statistical database of the regional Sustainable Development indicators for FICs as appropriate**
- Work with SPC to maintain the regional SDGs database in a timely manner.
 - Liaise with SPC Statistics for Development Program and relevant national statistics offices/ministries/departments to ensure that the latest data is recorded for each of the SDG indicators.
 - Ensure that the SDGs data reported by SPC's online database is consistent with the data reported in the annual Pacific Sustainable Development Report and/or any Report related to the SDGs.
 - As directed by the Regional Planning Adviser, undertake statistical research on the various SDGs as needed
- 4. Support the production of the quadrennial Pacific Sustainable Development Report and communications products for the PRSD.**
- Undertake research, analysis, and support drafting of the Report, as well as proof-reading, printing and dissemination in a timely manner.
 - Organise, record minutes and track action items of the meetings of the Sustainable Development Technical Working Group and/or CROP Sustainable Development Working Group, or any relevant working group consulted for the production of the Report, in a timely manner.
 - Analyse the SDGs data according to assessment criteria and/or for any in-depth thematic analysis or as required.
 - Organise and work with a Graphic Designer to design and print the Report in a professional and timely manner.
 - After Forum Leaders' endorsement, work with the Communications team to officially launch the Report at an appropriate event and organise the wide dissemination of the Reports.
 - Assist the Regional Planning Adviser to develop scripts for DVDs, interviews and other communications products for the SDGs and PRSD
 - Manage relevant knowledge management and communications initiatives as directed.
- 5. Provide policy and related assistance, analysis and research on the 2030 Agenda/SDG's, SAMOA Pathway**

- Prepare briefs, meeting papers, research papers and presentations on the 2030 Agenda, SDGs, SAMOA Pathway as directed.
 - Attend relevant internal and external meetings/workshops/consultations, including supporting member countries and/or making presentations, as directed.
- 6. Manage staff and budgets as may be required**
- Assist with providing guidance and oversight of work carried out by research and/or programme/administrative assistants as directed.
 - Participate in staff meetings and other PIFS meetings as required.
 - Assist the Regional Planning Adviser in managing relevant budgets

Position Accountabilities

The incumbent is accountable for the key result areas described under the Policy and Position Context (above). To successfully deliver on these key result areas the incumbent will have to demonstrate competently the following core capabilities.

<p><i>Planning & Prioritising</i></p> <ul style="list-style-type: none"> ▪ Identifies and describes near to medium term priorities within multi-year initiatives ▪ Translates related tasks and activities associated with key initiatives into SMART objectives (operational / tactical) ▪ Estimates budget implications associated with personal and team objectives ▪ Gathers information from multiple sources to prepare progress / status reports in relation to plans ▪ Advises and confirms the objectives of those in jobs up to Band 7 ▪ Organises, in discussion with manager, own priorities for periods of up to a month ahead ▪ Provides direct input to KRA plans 	<p><i>Communicating with Purpose & Effect</i></p> <ul style="list-style-type: none"> ▪ Writes / prepares detailed, and as required, lengthy reports using consistent and appropriate language ▪ Assembles disparate information into coherent ‘narrative’ ▪ Uses influencing techniques to gain support and cooperation from others ▪ Explains difficult concepts concisely and in readily understood terms both verbally and in writing ▪ Demonstrates a clear understanding of the advantages and disadvantages of different media in communication ▪ Prepares and delivers presentations at team and KRA level meetings ▪ Applies a range of questioning techniques
<p><i>Leading & Collaborating</i></p> <ul style="list-style-type: none"> ▪ Works under general supervision ▪ Seeks opportunities to engage and assume responsibilities in projects where capacity permits ▪ Reads the mood of a team and displays appropriate behaviours to build positivity ▪ Diffuses potentially difficult interpersonal situations before they escalate ▪ Mentors / coaches less experienced staff ▪ Leads teams of administrative / property staff, and in some instances, entry level professionals ▪ Collaborates effectively in teams where team members may be geographically disperse 	<p><i>Applying Critical Thinking</i></p> <ul style="list-style-type: none"> ▪ Exercises a healthy level of skepticism when confronted with new information ▪ Understands and explains key principles and theories associated with the subject matter relevant to own role ▪ Complements ‘how’ things are done with ‘why’ things are done ▪ Accesses and references credible research / literature in seeking solutions to issues ▪ Discusses technical challenges with colleagues to help overcome challenges ▪ Demonstrates persistence in solving problems

<ul style="list-style-type: none"> ▪ Provides objective feedback on others' performance in a supervisory capacity ▪ Understands own strengths and weaknesses 	<ul style="list-style-type: none"> ▪ Offers suggestions / points of view at team meetings ▪ Applies analytical and synthesis skills
<p><i>Developing & Strengthening Relationships</i></p> <ul style="list-style-type: none"> ▪ Develops professional relationships with peers in partner / stakeholder organisations ▪ Recognises subtle signs in relationships that indicate closer attention to the health of the relationship is required ▪ Demonstrates a good understanding as to the nature and basis of both collegial and key institutional relationships ▪ Uses sound judgement and professionalism to respond appropriately to sensitive requests ▪ Uses respectful and unambiguous language as a key means to strengthen relationships ▪ Places self in others' situations to better understand and respond to needs ▪ Focuses on resolving interpersonal differences with colleagues in a timely and effective way 	<p><i>Delivering Value</i></p> <ul style="list-style-type: none"> ▪ Understands relevant professional standards and applies these ▪ Reviews own work before progressing it to others for review ▪ Clarifies and confirms others' needs before committing to a course of action ▪ Fulfils reporting requirements and explains irregularities / unexpected outcomes ▪ Designs reporting templates ▪ Interprets status / progress reports in the context of trends ▪ Makes suggestions to help manage expenditure to optimise 'value for money' ▪ Understands and explains the concept of 'value chain' and knows how their role is situated within the value chain ▪ Develops content and undertakes research used in the provision of advice, speeches and publications ▪ Provides authoritative advice, within delegations, to external parties

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

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> ▪ Collection, verification and analysis of Pacific SD indicators for 18 countries, and SDG indicators as appropriate, in a timely manner. ▪ Coordination and analysis of research material and inputs from different stakeholders on a wide range of technical issues in a timely matter. ▪ Managing conflicting priorities and diverse demands.

Level of Delegation

The jobholder:

- Does not manage any budgets
- Cannot authorise any costs
- Cannot sign standard letters on the Secretariat letterhead

Functional Relationships & Relationship Skills

Key contacts		Nature of the contact most typical
External	Secretariat of the Pacific Community	<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
	UN system, particularly UNDP, UNESCAP, UNFPA, UNWomen	<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, particularly AusAID, NZAID, ADB	<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
	Pacific Island governments, particularly Ministries of Planning and/or Prime Minister's Office	<ul style="list-style-type: none"> • Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes • Conversations during regional meetings to build understanding and address issues • One-on-one meetings on topical issues
Internal	Secretary General and other members of Senior Management team (Deputy SG, Reporting Director)	<ul style="list-style-type: none"> • Provision of written and verbal briefings on subject areas • Official internal communication seeking management approval / endorsement of papers, presentations, and resource requests • Discussions on strategic programme directions
	Other Advisers in Political Governance & Security – in particular, Political Issues Adviser	<ul style="list-style-type: none"> • Regular group meetings to share information • Informal one-on-one conversations • Emails and written briefings • Inputs to papers and presentations
	Other reporting officers and Administrative staff	<ul style="list-style-type: none"> • Periodic group meetings to share updates and seek information or assistance • Informal one-on-one conversations • Emails and requests for inputs to work

	Staff in other reporting lines	<ul style="list-style-type: none"> • Periodic group meetings to share updates and seek information or assistance • Informal one-on-one conversations • Inputs to papers and presentations • Emails and requests for inputs to work
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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"> ▪ A first-level university degree in any of the following or related fields: economics and finance, development studies, international development, planning, statistics, public policy 	<ul style="list-style-type: none"> ▪ Postgraduate qualifications in any of the following or related fields: planning, economics, development studies, statistics, public policy

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Relevant work experience (3-5 years) in policy formulation, development planning and review, budgeting and or statistical analysis, research and policy formulation ▪ Knowledge and experience at the regional level working on sustainable development the 2030 Agenda, SAMOA Pathway and SDGs ▪ Statistical knowledge and experience in the collection, compilation, analysis and dissemination of statistical data ▪ Experience with working with national statistics offices, government ministries/departments, CROP and UN agencies ▪ Experience with working with compiling publications, including proof-reading, design, printing and dissemination 	<ul style="list-style-type: none"> ▪ Knowledge and experience with economic, social and environmental statistical indicators.

Other Capabilities/Behaviours

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

Building for the Future	<ul style="list-style-type: none"> ▪ Researches and extrapolates trends that might impact on the work of the team / KRA / organisation and presents findings to colleagues by way of impact assessment ▪ Contributes to the drafting of papers, presentations and speeches focused on future states (both desirable and undesirable) ▪ Understands and explains the implications of internal and external policy decisions on possible future directions / outcomes associated with own and team's work ▪ Actively contributes to change initiatives ▪ Explains our vision and mission to others
Advancing Personal & Professional Growth	<ul style="list-style-type: none"> ▪ Participates in on-the-job training and structured training arising from consultation with supervisor, typically focussed on immediate work areas ▪ Consolidates technical / professional knowledge to strengthen ability to operate under minimal direction ▪ Shares technical / professional knowledge with colleagues ▪ Reads relevant journals / articles etc to keep up to date with changes occurring in domain ▪ Documents new information so that it's accessible to other team members
Promoting Effective Workplace Practices	<ul style="list-style-type: none"> ▪ Proposes agenda items for internal meetings and speaks to these items at meetings ▪ Prepares for meetings ▪ Provides research and professional support to senior officers ▪ Invites peers to review their work ▪ Reviews the work of peers and offers suggestions thoughtfully and respectfully ▪ Keeps abreast of contemporary workplace practices and finds opportunities to share relevant insights ▪ Reads financial statements and understands how the work they are engaged in is funded ▪ Provides feedback / input to policy reviews ▪ Estimates times and costs of team based decisions
Managing and Coordinating Projects	<ul style="list-style-type: none"> ▪ Coordinates effectively with third parties in progressing multi-country / multi-agency projects ▪ Contributes to project planning activities including the estimation of time, costs, resources, dependencies and sequencing ▪ Manages specific aspects of projects ▪ Demonstrates resilience in instances where projects are not tracking as planned ▪ Reports on project execution by maintaining true records, updating project documentation in a timely and accurate way, and reporting any risks including spurious and questionable findings / activities ▪ Suggests improvements to project related processes / resources based on observation and experience ▪ Participates in project reviews

Using Systems, tools and technology	<ul style="list-style-type: none"> ▪ Uses intermediate to advanced features of one or more software applications relevant to own role (eg ‘tracking’ in Word and ‘charting’ in Excel) ▪ Helps / trains others in the use of specific software features ▪ Translates business requirements into technology solutions ▪ Identifies which software is likely to be most suitable in helping to resolve a business issues ▪ Supports and champions the adoption of new systems and technologies ▪ Designs new processes as technologies become available ▪ Seeks opportunities to digitize forms, information etc to drive better information management practices ▪ Uses and advocates the use of technology to reduce costs and time without compromising quality
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Personal Attributes

The job holder should be:

- Understanding and accommodating of cross-cultural differences
- Physically fit and able to travel frequently
- Proactive in meeting their corporate responsibilities eg. HR, Finance, Travel
- Able to display collegiality at all times
- Able to comply with and promote the Secretariat’s gender, equality and disability position.

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 required. 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 Engagement Officer – Sustainable Development.

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 26,171 to SDR 39,256 per annum**. At the 1 July 2018 exchange rate this salary range was equivalent to **FJD77,590 to FJD116,383**.

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 dependents 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 **24 August 2018**. 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.