



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

## **Applicant Information Package**

### **SENIOR ADVISER**

**October 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:	Senior Adviser
Work Unit:	Office of the Secretary General
Responsible To:	Secretary General
Responsible For:	The Senior Adviser to the Secretary General (SG) is tasked with enabling the SG to advance organisational priorities in service of the mission and vision of Forum Leaders.
Job Purpose:	To support the Secretary General by ensuring that they are provided with the necessary high-quality, well-structured information to make decisions, form opinions, and provide feedback with a strong emphasis on policy coherence and coordination.
Date:	Oct 2018
PIFS Job Band:	Band 13

### **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,

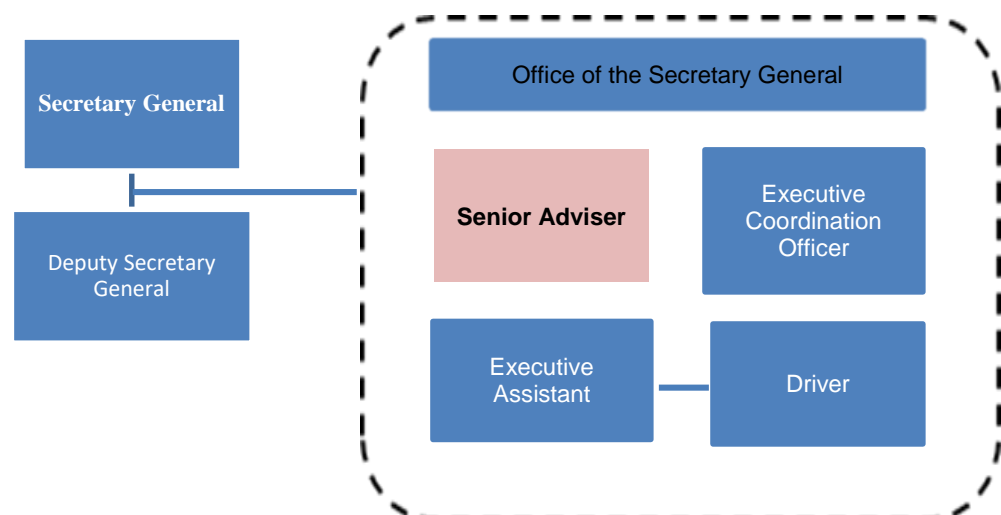
social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

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.

### Position Context



The ideal candidate for this role will be motivated by the opportunity to influence the Secretariat's operations at the highest level from a position that is often behind the scenes. In doing so you will also act as a central coordination and quality point within the organisation for briefings, correspondence and meeting papers.

This is a "hands on" role where you will be required to work closely with staff to "get the job done" sometimes with timing pressure. In doing so, you will support the Secretary General and members of the Senior Management Team, especially the Policy Directors to ensure that the organisation is consistently producing high quality and timely documentation.

To be successful in this role you will require a strategic view of the organisation, its operating environment, and expected outputs. You will need to make linkages across the range of work areas to ensure the sum is greater than the parts.

In this role, you will focus on supporting the Secretary General by ensuring that necessary high-quality, well-structured information to make decisions and form opinions is provided.

You will be comfortable working through large volumes of tasks that span proactive opportunities and reactive needs. You will use mental agility to frequently switch topics and altitude on any given day, given the dynamic nature of an organisation where the opportunities and/or work often needs further definition.

You will successfully build collaborative relationships with colleagues at all levels of the organisation, and manage through influence to get work done. Using these orientations and skills, you will deliver solutions for complex problems. This role requires judgement, flexibility, humility and resourcefulness.

The position of Senior Adviser encompasses the following major functions or Key Result Areas:

**1. Policy Coherence & Coordination** through:

- Improving and maintaining the quality and consistency of documentation of the Secretariat;
- Provide support to the SG and Senior Management Team (SMT) in the delivery of organisational outputs;
- Providing strategic advisory support and guidance to the SMT on issues with organisation-wide implications so that all policy work is tagged to decisions and strategies;
- Ensure that the SG decisions and priorities are promptly followed up and acted on in a timely manner;
- As and when directed assisting the SG on addressing challenges, advising on solutions, handling delicate matters with discretion, following up on decisions;
- Supporting SG in consultations with external stakeholders, at the highest levels.

**2. Act as the primary support** to the SG ensuring the Office of the Secretary General (OSG) is set up to achieve organisational goals by:

- Gathering necessary information, inputs, and analysis to ensure the SG is well-positioned to make decisions on a range of issues, and setting a high bar for the quality of deliverables for the SG's review;
- Building an understanding of the critical work that is happening across the organization and surfacing issues, bright spots, and challenges to the SG;
- Acting as a liaison/advisor to senior management, team leaders and external stakeholders, as appropriate, to help advance both the SG's and the Secretariat's priorities;
- Acting as the primary support person for the SG and drafting communications on behalf of the SG, as needed.

**3. Ensure that organisational priorities are followed and implemented**

- Partnering with staff members across the organisation to ensure effective overall Committee/Sub-Committee engagement and that the SG is cultivating and building relationships with individual Leaders and Officials;
- Effectively managing the partnership of the OSG office with internal Communications and other teams across the organisation to ensure the creation and effective execution of a strong internal and external communications and engagement strategy for the SG;
- Leading the execution of initiatives/special projects that the SG has identified as priorities.

## Position Accountabilities

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

<p><b><i>Planning &amp; Prioritising</i></b></p> <ul style="list-style-type: none"> <li>▪ Translates disparate, potentially ambiguous tasks and activities into SMART objectives (tactical / strategic)</li> <li>▪ Identifies, sets and shares team priorities and plans for the coming 12 months</li> <li>▪ Allocates work to team members</li> <li>▪ Provides direct input on multi-year plans</li> <li>▪ Advises and confirms the objectives of team members</li> <li>▪ Drives consistency among team members in relation to objective setting</li> <li>▪ Seeks funding and is accountable for the acquittal of funds for team-based initiatives</li> <li>▪ Assesses team capability and capacity relative to plans and advises on how to address any gaps</li> </ul> <p>Reviews and advises on technical aspects of plans.</p>	<p><b><i>Communicating with Purpose &amp; Effect</i></b></p> <ul style="list-style-type: none"> <li>▪ Prepares and peer reviews technical/policy documents for external audiences</li> <li>▪ Engages in effective dialogue with senior officials on sensitive issues</li> <li>▪ Speaks convincingly as an advocate for particular matters/issues when required</li> <li>▪ Uses analogies and examples to effect</li> <li>▪ Possesses a high level of language mastery and applies this mastery to convey messages thoughtfully and unambiguously</li> <li>▪ Prepares and delivers papers/presentations for international audiences</li> <li>▪ Demonstrates a high level of cultural awareness</li> <li>▪ Supports others become more effective communicators</li> </ul>
<p><b><i>Leading &amp; Collaborating</i></b></p> <ul style="list-style-type: none"> <li>▪ Delegates work to team members</li> <li>▪ Accepts accountability for team/project performance and leads ongoing performance related discussions</li> <li>▪ Provides timely and specific performance feedback</li> <li>▪ Moves easily between autonomous and collaborative working modes as required</li> <li>▪ Cooperates with others in the sharing of resources, including people</li> <li>▪ Sets a positive example</li> <li>▪ Recognises the strengths and weaknesses across team members</li> <li>▪ Motivates others to perform to their potential</li> <li>▪ Gains commitment from others in the pursuit of shared goals</li> <li>▪ Seeks others' opinions in dealing with team challenges</li> </ul> <p>Deals objectively and fairly in applying policies</p>	<p><b><i>Applying Critical Thinking</i></b></p> <ul style="list-style-type: none"> <li>▪ Recognises when to seek external assistance in dealing with matters</li> <li>▪ Challenges team members when presented with findings/information/proposed solutions</li> <li>▪ Understands 'current state' and 'desired future state' before proposing solutions</li> <li>▪ Exercises sound judgement in recommending solutions, weighing up technical merit with practical and cost considerations</li> <li>▪ Facilitates brainstorming sessions, encouraging others' contributions and ensuring proper respect is afforded to ideas being proposed</li> <li>▪ Identifies individuals with a flair for creativity and problem solving and nurtures their further development</li> <li>▪ Reviews previous approaches to issues in new light</li> </ul> <p><i>Acknowledges the work and ideas of others</i></p>

<b><i>Developing &amp; Strengthening Relationships</i></b> <ul style="list-style-type: none"> <li>Assesses objectively key relationships on a regular basis and advises senior management about their relative health</li> <li>Implements strategies to ensure key relationships are managed to deliver intended outcomes</li> <li>Coaches others in building effective relationships within and across teams as well as externally</li> <li>Understands, separates and responds maturely to the different dimensions associated with PIFS extensive network of partners and stakeholders</li> <li>Recommends new external relationships</li> <li>Represents team in dealing directly with external parties</li> </ul>	<b><i>Delivering Value</i></b> <ul style="list-style-type: none"> <li>Upholds professional standards for self and reports</li> <li>Streamlines processes wherever possible to free up resources for 'value add' activities</li> <li>Completes and supervises work with full knowledge of beneficiaries of that work and over what timeframe</li> <li>Manages continuous improvement activities</li> <li>Makes decisions taking into consideration the potential value being added through own / team's contribution</li> <li>Develops and implements means of seeking objective feedback from recipients of own/team's effort</li> <li>Authors high quality papers for external/international audiences</li> <li>Provides authoritative advice, within delegations, to external parties</li> </ul>
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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

<b>Most challenging duties typically undertaken:</b>
<ul style="list-style-type: none"> <li>Switching topics and altitude frequently, any given day, given the dynamic nature of opportunities and/or work requiring further definition;</li> <li>Building collaborative relationships with colleagues at all levels both internal and external to the organisation;</li> <li>Delivering solutions for complex problems.</li> </ul>

### Functional Relationships & Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>Members</li> <li>Donors</li> <li>Other CROP agencies</li> </ul>	<ul style="list-style-type: none"> <li>Giving and receiving information, explaining things, liaising, facilitating, influencing and persuading, negotiating.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>Secretary General</li> <li>Deputy Secretary General</li> <li>Directors</li> <li>Advisers</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating, courtesy, giving and receiving information, explaining things, gaining cooperation, facilitating, mediating, negotiating.</li> </ul>

## Level of Delegation

The jobholder has no financial delegations.

## 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>▪ A post graduate degree in a relevant field is required</li></ul>	

## Knowledge/Experience

The ideal candidate will exhibit exceptional skills in judgment, reasoning, problem solving, and strategic thinking, demonstrated by the ability to:

Essential:	Desirable:
<ul style="list-style-type: none"><li>▪ Previous executive leadership or chief of staff experience within Foreign Affairs or any regional and/or international organisation strongly preferred</li><li>▪ Previous management/strategy consulting experience or MBA strongly preferred</li><li>▪ Experience working in areas of political, development or economic policy preferred</li><li>▪ 8+ years of professional work experience, including 3+ years in roles requiring strong lateral management, relationship building, project management, and cross-functional leadership</li></ul>	<ul style="list-style-type: none"><li>▪ Track record of success in a complex, high-stakes environment</li><li>▪ Experience leading high-performing teams and/or organizations</li></ul>
<ul style="list-style-type: none"><li>▪ Make decisions about where and how the SG should spend time, and the resources needed to use that time effectively</li><li>▪ Handle and effectively prioritize a high volume of work, and adapt to new information and changing priorities</li><li>▪ Plan and manage complex projects, including mitigating risk and tracking issues through to completion.</li><li>▪ Influence others to outcomes and set a high bar for quality of work</li><li>▪ Display poise, confidence, and maturity in interacting with senior executives</li><li>▪ Communicate effectively at the executive level (written, verbal, and presentation skills)</li></ul>	<ul style="list-style-type: none"><li>▪ Build strong relationships with and earn the trust of key internal and external stakeholders at all levels</li></ul>



## 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"> <li>▪ Challenges analysis of trends and seeks relevant evidence before acting on analysis</li> <li>▪ Leads / champions change initiatives through team</li> <li>▪ Recommends changes / new initiatives to senior management to prepare for likely future events</li> <li>▪ Drafts / reviews policies and considers intended outcomes and possible unintended consequences</li> <li>▪ Engages in regular conversations that forecast and project scenarios at least 12 to 18 months into the future</li> <li>▪ Divides attention to ensure adequate focus is given to both internal and external influences on team and KRA</li> <li>▪ Develops succession and business continuity plans</li> </ul>
Advancing Personal & Professional Growth	<ul style="list-style-type: none"> <li>▪ Compliments technical training with behavioural-related learning and development programs / courses</li> <li>▪ Identifies knowledge gaps in self and others and offers suggestions as to how to address gaps</li> <li>▪ Attends networking and other professional development / technical update events to extend knowledge of relevant current trends</li> <li>▪ Coaches / mentors others to grow their skills and knowledge base</li> <li>▪ Engages actively with professional bodies / technical standard groups to ensure currency with emerging trends</li> <li>▪ Seeks opportunities to participate in management and leadership training</li> </ul>
Promoting Effective Workplace Practices	<ul style="list-style-type: none"> <li>▪ Determines the purpose and frequency of team meetings, including one-on-ones, and demonstrates consistency in how these meetings are organised and run</li> <li>▪ Follow up on meeting actions and monitor progress / completion, placing an appropriate emphasis on risk management</li> <li>▪ Models appropriate behaviours in the 'day to day' including punctuality, courtesy, reliability, commitment to due dates</li> <li>▪ Reviews the work of team members before it progresses to senior management</li> <li>▪ Actively engages with corporate functions (eg Finance, HR, IT, Legal) to ensure issues of governance and compliance and being managed effectively at a team level</li> <li>▪ Delegates thoughtfully</li> </ul>
Managing and Coordinating Projects	<ul style="list-style-type: none"> <li>▪ Develops / coordinates project plans including scope, deliverables, risks, costs / budgets, including liaising with senior management and third parties in the case of multi-country /multi-agency projects</li> <li>▪ Identifies and recommends team members for project membership</li> <li>▪ Uses approved project management tools to develop summary timelines and charts and other project related communications</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Briefs senior management, and as appropriate, third parties, via exception reports on an as-needs basis</li> <li>▪ Actively reviews processes, including workflow and resources</li> <li>▪ Leads discussions with team members on performance related issues associated with projects</li> </ul>
Using Systems, tools and technology	<ul style="list-style-type: none"> <li>▪ Uses intermediate to advanced features of one or more software applications relevant to own role (eg. ‘tracking’ in Word and ‘charting’ in Excel)</li> <li>▪ Helps / trains others in the use of specific software features</li> <li>▪ Translates business requirements into technology solutions</li> <li>▪ Develop ICT policies</li> <li>▪ Identifies which software is likely to be most suitable in helping to resolve a business issues</li> <li>▪ Supports and champions the adoption of new systems and technologies</li> <li>▪ Designs new processes as technologies become available</li> <li>▪ Seeks opportunities to digitize forms, information etc. to drive better information management practices</li> <li>▪ Uses and advocates the use of technology to reduce costs and time without compromising quality</li> </ul>

### Personal Attributes

The job holder should:

- Be physically fit and healthy and;
- Be willing and able to travel domestically and internationally

### 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 Senior Adviser.

### Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position
- *Practice:* The successful candidate will be entitled to a contract term of three years subject to a satisfactory medical examination and performance during a six-month probation period. On completion of three years at the Secretariat, a contract may be renewed for a period between three (3) to six (6) years based on performance, funding, and the need for the position.

### Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:  
Monday – Thursday: 8:30am – 5:00pm  
Friday: 8:30am – 4:30pm.

### Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs. Salaries for all Secretariat positions that are advertised internationally, are assessed annually compared to the reference markets which are the median of the Australian and New Zealand Public Service Sectors and the Fiji All Organisations market.
- *Practice:* This position is placed at Band 13, 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 47,075 to SDR 70,613 per annum**. At the 1 September 2018 exchange rate this salary range was equivalent to **FJD139,192 to FJD208,790**.

### 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 **5 November 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](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.