



Careers



DEVELOPMENT COOPERATION ADVISER

About the *Pacific Islands Forum Secretariat*

The *Pacific Islands Forum Secretariat* (*Forum Secretariat*) is the region's premier political and economic policy organisation, with a vision of helping to create a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The international organisation works to achieve this vision by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members - including directly engaging with community members in order to identify pressing needs of the region.

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieve greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, the organisation has produced a highly professional workforce that is capable of creating and delivering high quality outcomes for the people of its member countries.

About the Opportunity

The *Forum Secretariat* is now looking for a full-time **Development Cooperation Adviser** to join the team in Suva, Fiji.

Reporting to the Director of Governance and Engagement, this role is to lead the Forum Secretariat's engagement, advocacy and coordination work with Forum Dialogue and Development Partners in order to build understanding, support, and policy and institutional change to deliver Forum Leaders' priorities. Some key areas of responsibility will include (but will not be limited to):

- Managing the Forum Secretariat's relationships with Dialogue and Development Partners;
- Coordinating high level forums and dialogues;
- Providing analysis and advice on the Forum's partner engagement and development cooperation; and
- Team leadership and performance

The *Forum Secretariat* is seeking a strategic and diplomatic individual who holds an advanced degree in international development, international relations, public relations or related fields with substantial years of relevant work experience in government relations, stakeholder engagement and/or public policy, preferably within the Pacific region and/or international development context.

About the Benefits

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The salary will be in the range of **SDR 41,064 to SDR 61,597 per annum**. At the 1 April 2018 exchange rate this salary range was equivalent to **FJD120,670 to FJD181,010**.

For non-Fijian nationals, this salary may be tax-free. To be eligible for these positions, the applicant must be a national of one of the following Forum member countries*. Applicants must be willing to travel periodically via economy class.

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. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees.

The Forum Secretariat is an Equal Opportunity Employer.

Deadline for applications is at 5pm (Fiji time), 18 May 2018.

* Member States of the Pacific Islands Forum: 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.