



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.

Team Leader Planning & Risk

The *Forum Secretariat* is now looking for a full-time **Team Leader Planning & Risk** to join the team in Suva, Fiji.

Reporting to the Director Corporate Services, this role exists to coordinate strategic planning, manage performance reporting (monitoring & evaluation), coordinate project management, donor reporting and oversee risk management across the Secretariat.

The *Forum Secretariat* seeks an individual with a strong background in strategic planning and risk management. With a first degree in Management, Commerce, Business Administration or similar, the ideal candidate would have substantial experience in similar positions and working in an international or regional intergovernmental body.

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The salary will be in the range of **SDR 35,573 to SDR 53,359** per annum. At the 1 May 2018 exchange rate this salary range was equivalent to **FJD105,464 to FJD158,194**.

Programmes & Projects Officer

The *Forum Secretariat* is now looking for a full-time **Programmes & Projects Officer** to join the team in Suva, Fiji.

Reporting to the Team Leader Planning & Risk, this role exists to manage and coordinate the Secretariat's extra budget funded projects and programmes.

The *Forum Secretariat* seeks a graduate with a degree in economics, management, commerce, business administration, law, public administration, development studies or other relevant discipline. The ideal candidate should also have substantial relevant work experience in managing grants or development assistance especially in a developing country.

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The salary will be in the range of **SDR 23,402 to SDR 35,103** per annum. At the 1 May 2018 exchange rate this salary range was equivalent to **FJD69,380 to FJD104,071**.

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

Interested applicants are encouraged to apply through our website: www.forumsec.org where information packages containing the job description and remuneration details are 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 5pm (Fiji time), 22 June 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.

