



IT Systems Administrator

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 **IT Systems Administrator** to join the team in Suva, Fiji.

Reporting to the Team Leader Information Services, this role is to provide an efficient, secure, stable, scalable, and robust IT infrastructure for the Secretariat. Some key areas of responsibility will include (but will not be limited to):

- Systems and Network Administration;
- Continuous Business Improvement and Innovation;
- Incident/ Problem Management;
- Project Management;
- Change Management; and
- Administrative and Support Duties

The *Forum Secretariat* seeks an individual with strategic and technical knowhow who has substantial experience in back office support and user support and/or a first degree in Computing, networking, cybersecurity, information systems with 5 years' experience in Networking, Systems, storage and virtualization and Information Systems.

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 23,402 to SDR 35,103 per annum**. At the 1 May 2018 exchange rate this salary range was equivalent to **FJD69,380 to FJD104,070**.

For non-Fijian nationals, this salary may be tax-free. To be eligible for this position, 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), 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.

