



Careers



TEAM LEADER COMMUNICATIONS & PUBLIC AFFAIRS

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 Team Leader Communications & Public Affairs to join the team in Suva, Fiji.

Reporting to the Director Corporate Services, this role is to provide quality oversight and support to the Public Affairs Unit and to strengthen the role of media and stakeholder engagement for the Pacific Islands Forum Secretariat. Some key areas of responsibility will include (but will not be limited to):

- Positioning of the Public Affairs Unit at various levels;
- Policy oriented engagement; and
- Day-to-day management of staff & the budget of the Public Affairs Unit.

The *Forum Secretariat* is looking for candidates with a Masters degree in Communications, International Relations, Media or any other relevant Social Sciences degree. With substantial relevant work experience, applicants should be excellent communicators with strong analyst background. Applicants should be a critical thinkers with sound judgement and good understanding of the Pacific's political landscape.

Applicants should also possess a sound knowledge of and experience in Pacific media and communications, institutions and processes with experience in writing and editing of speeches and press statements.

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 **SDR35,573 to SDR53,359** per annum. At the 1 June 2018 exchange rate this salary range was equivalent to **FJD105,464 to FJD158,194**.

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), 27 July 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.