



Careers



SENIOR 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 **Senior Adviser** to join the team in Suva, Fiji.

Reporting to the Secretary General (SG), this role is tasked with enabling the SG to advance organisational priorities in service of the mission and vision of Forum Leaders. Some key areas of responsibility will include (but will not be limited to):

- Act as a trusted partner to the SG by helping define her priorities and ensuring she is set up to achieve them;
- Overseeing critical strategic projects operated from within the Office of the SG or in collaboration with other teams; and
- Ensuring the SG and her direct reports, known as the Senior Management Team, operate effectively as a group.

The *Forum Secretariat* is seeking a strategic and proficient individual who holds a post graduate degree in a relevant field is required with previous executive leadership or chief of staff experience within Foreign Affairs or any regional and/or international organisation strongly preferred. Applicant with substantive experience working in areas of political, development or economic policy with strong lateral management, relationship building, project management, and cross-functional leadership is desirable.

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 47,075 to SDR 70,613 per annum**. At the 1 July 2018 exchange rate this salary range was equivalent to **FJD138,782 to FJD208,175**. 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), 5 October 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.