



Engagement Officer

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 an **Engagement Officer** to join the team in Suva, Fiji.

Reporting to the Director Governance & Engagement through the Regional & International Partnerships Adviser, this role is to provide stakeholder engagement advice and support to ensure that the Pacific Island Forum Secretariat has an effective and inclusive approach to engaging with its Members and stakeholders across the region and internationally. Some key areas of responsibility will include (but will not be limited to):

- Undertaking stakeholder analysis and providing briefings and advice;
- Assisting with the management of stakeholder meetings and events; and
- Managing website content.

The Forum Secretariat is seeking an engaging and proficient individual who holds a University degree in Politics/Public Policy, International Relations, Communications, or other related discipline with a substantial working experience in a policy and/or advocacy agency in a regional or international environment. Candidate should also possess current knowledge of and engagement with the Pacific Islands Forum and its associated mechanisms with an excellent oral, written communication, research, analysis, meeting and logistics management skills.

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 September 2018 exchange rate this salary range was equivalent to **FJD69,155 to FJD103,732**. For non-Fijian nationals, this salary may be tax-free. To be eligible for these positions, the applicant must be a national of a Forum member country*. 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), 19 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.

