



Social Policy 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 a Social Policy Officer to join the team in Suva, Fiji.

Reporting to the Director Governance & Engagement through the Social Inclusion Adviser, this role is to strengthen PIFS' capacity on social inclusion issues (particularly gender and disability) into the overall work of the Secretariat. The role is help strengthen the capacity of Forum Island Countries to mainstream social inclusion into their development activities and plans. Some key areas of responsibility will include (but will not be limited to):

- Mainstreaming of social inclusion issues particularly gender and disability, throughout the Secretariat;
- Coordinating implementation of regional social inclusion priorities;
- Strengthening the Secretariat's social policy functions; and
- Develop professional partnerships and relationships.

The Forum Secretariat is seeking an engaging and proficient individual who holds a Degree in development studies, gender studies, disability studies, or anthropology with substantial work experience in international development particularly on gender equality, disability and/or social policy in the Pacific region or in a similar environment. Candidates should also possess sound knowledge of wider Pacific regional development issues as they relate to social inclusion.

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 29,526 to SDR 44,289 per annum**. At the 1 October 2018 exchange rate this salary range was equivalent to **FJD88,322 to FJD132,483**. 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), 14 December 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.

