



## CIRCULAR NO: 138/19

AD/7/5/26/3; AD/7/5/24/3; AD/7/48

19 July 2019

**TO : OFFICIAL CONTACTS OF MEMBER GOVERNMENTS**  
(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)

**FROM : MEG TAYLOR, DBE, SECRETARY GENERAL**

**SUBJECT : VACANCIES – POSITIONS ADVERTISED INTERNATIONALLY**

To allow for more flexibility and increased efficiencies at the Secretariat, we are advertising Adviser and Officer level positions. I attach a copy of the vacancy notice for the following positions which are open to all nationals of member countries:

- (i) Policy Adviser (Social Issues);
  - (ii) Programme Adviser (Trade); and
  - (iii) Governance Officer;
2. The closing date for applications to be received is **23 August 2019**. I would be grateful if this could be circulated as widely as possible.
3. Thank you for your cooperation.

Meg Taylor, DBE  
**Secretary General**

attach:

c.c.

FSM Embassy, Suva  
Kiribati High Commission, Suva  
Nauru High Commission, Suva  
Papua New Guinea High Commission, Suva  
Republic of the Marshall Islands Embassy, Suva  
Solomon High Commission, Suva  
Tuvalu High Commission, Suva  
Vanuatu High Commission, Suva  
CROP Agencies [PASO, PIFFA, PPA, SPC, SPREP, SPTO, USP]



## Opportunities at the Secretariat

### 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 work of the Pacific Islands Forum Secretariat (PIFS) is guided by the Framework for Pacific Regionalism (FPR) as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The FPR is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in Samoa in 2017, which calls for a long-term regional commitment to act as one "Blue Continent" as the means to achieve its development aspirations. The Leaders vision was that it would serve as the platform to reinforce and inspire the region in its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture and livelihoods.

### Context of the Forum Secretariat's Work

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieving 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.

The policy work of the Secretariat is divided into three broad areas - Policy, Governance & Engagement, Programmes & Initiatives - depicting the different stages of the regional public policy cycle.

The Governance & Engagement team is tasked with building strong and meaningful relationships with PIF Members and external stakeholders, and to understand their interests, as a means to advocate for, and advance the collective values and priorities of the PIF as one Blue Pacific continent

The Policy team's focus is on developing quality high-level policy advice to member governments in consultation with members and CROP and international partners on a broad portfolio of issues, including social, economic and security related matters.

The Programmes & Initiatives team is focused on driving for outcomes of programmes and activities, including oversight of various development partner funded projects and programmes, that would contribute directly to the achievement of the prioritised KRAs from the Forum Leaders' decisions as well as those from other Forum ministerial meetings.

### About the Opportunities

Applications are invited from nationals of member countries to fill positions in the Policy, Governance & Engagement and the Programmes & Initiatives teams. The positions this notice intends to fill are:

#### 1. Programme Adviser (Trade)

- Management of trade partnerships and agreement negotiations and the implementation of donor programmes and initiatives;

- Work with Member countries and provide advisory, and technical support – [particularly in the areas of climate change, trade, fisheries, economic governance] as may be needed to drive ownership of key regional priorities

## 2. Policy Adviser (Social Issues)

- Monitoring and analysing regional social issues and overseeing the development of and/or conceptualising, formulating and managing major studies, analysing & critical thinking key trends and changes for various regional policy issues and providing relevant input into all social policy documents circulated;

Salaries for Advisers depend on qualifications and experience (varying in accordance with current foreign exchange rates) and start within a range equivalent to **FJD108,724** to **FJD125,510** per annum.

## 4. Governance Officer

- To assist and support the Advisers and Director/s to mobilise and coordinate mutual support amongst Member countries and build strong working relations with PIFS partners and stakeholders, including assisting in arranging high level political meetings and stakeholder engagements, drafting of policy papers on key regional and international engagement issues and coordinate/respond to Member and partner enquiries on a number of regional engagement issues.

Salaries for Officer depend on qualifications and experience (varying in accordance with current foreign exchange rates) and start within a range equivalent to **FJD71,528** to **FJD80,469** per annum.

### Other Benefits

The competitive remuneration and benefits packages for these appointments include medical and life insurance, housing and education for dependent children. For non-Fiji nationals, salaries may be free of income tax.

### About the Capabilities

Applicants are required to demonstrate their abilities in accordance with the Secretariat's Core Capabilities of: planning and prioritising, communicating with purpose and effect, leading and collaborating, applying critical thinking, developing & strengthening relationships and delivering value. To understand what these mean at the different levels of the organisation, applicants should view the Secretariat's Capability Framework on our website.

Supplementary Capabilities required for these positions include: building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

### Additional Information

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://www.forumsec.org) where an information package containing the position description and remuneration details for respective positions are also available therein. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees.

To be eligible for these positions, applicants must be nationals of Forum member countries<sup>1</sup>. The closing date for applications is **23 August 2019**.

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<sup>1</sup> 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.