

# 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.

## About the Opportunities

Applications are invited from nationals of member countries to fill the following *international* positions.

### 1. Trade Commissioner – Pacific Trade & Invest (PT&I), China

The Trade Commissioner – PT&I, China's role is to provide appropriate market support to Forum Island Countries to promote and intensify the cooperation between the region and the People's Republic of China (PRC) in economic, trade, investment and tourism development. Maintaining diplomatic and technical links with the PRC Government at all levels is essential.

### 2. Deputy Representative & Export Promotions Manager, China

The Deputy Representative and Export Promotions Manager's (Deputy Representative) role is to provide appropriate trade and export support to Forum Island Members/Observers and their private sectors via a cost efficient and targeted client driven service in China aimed at increasing Pacific Islands' exports into China.

Salaries for the Trade Commissioner and the Deputy Representative positions depend on qualifications and experience. Paid in US Dollars, the ranges are equivalent to FJD108,724 to FJD125,510 per annum for the Trade Commissioner and FJD90,243 to FJD101,524 per annum for the Deputy Representative position. These salaries are also dependent on foreign exchange rates at the time of payment.

As both positions are based in Beijing, allowances to support Cost of Living adjustments are applied beginning at an equivalent of FJD40,706 per annum for the Trade Commissioner and FJD33,787 per annum for the Deputy Representative.

### 3. Private Sector Climate Change Finance Officer

The Private Sector Climate Change Finance Officer's role is to work with the private sector in Pacific Island Countries to strengthen their engagement with the public sector and other stakeholders with a view to deepen understanding of private sector contribution and its role in resilience development in the Pacific as well as increase opportunities for and access by private sector to climate change and disaster resilience information and capacity, best practice and knowledge sharing. Regional travel will be required to implement training and provide support on project missions.

The salary for this position depends on qualifications and experience and start within a range equivalent to **FJD71,528** to **FJD89,984** per annum. This salary is dependent on foreign exchange rates at the time of payment.

### **Other Benefits**

All appointments at the Secretariat attract competitive remuneration and benefits packages that include medical and life insurance. For international positions, packages include housing allowance and education allowance 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\*. The Forum Secretariat is an Equal Opportunity Employer. **Deadline for applications is at 5pm (Fiji time), 20 September 2019.**

\*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.