



## Programme Administrator – Public Finance Management

### 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 Opportunity

The Forum Secretariat is now looking for a full-time **Programme Administrator – Public Finance Management** to join the team in Suva, Fiji. The incumbent, under the supervision of the Director Programmes & Initiatives through the Economic Adviser, will be responsible for overall management to ensure the effective implementation of the "*Strengthening Public Finance Management and Governance in the Pacific Project*" in relation to the first specific objective Transparent and Effective Policies and Public Financial Systems, Data and Statistics under the third priority area: Inclusive and Accountable Governance, of the Pacific Regional Indicative Programme 2014-2020 (11th EDF PRIP), and will be responsive and attentive to the needs of PMU and the Forum Secretariat.

Some key areas of responsibility will include (but will not be limited to):

- Manage the PMU in close collaboration with Economic Adviser and Director P&I;
- Provide management and coordination support and advice to the Forum Secretariat on the implementation of the "Strengthening Public Finance Management and Governance in the Pacific Project";
- Manage the day-to-day operation of implementing the multi-annual Programme Estimate (PE) under component 3.1. of the 11th EDF;
- Effectively coordinate the overall implementation of Component 3.1 of the 11th EDF to ensure the project is on track;
- Ensure effective implementation and monitoring of the PIFS' Component of Component 3.1 of the 11th EDF;
- Ensure effective oversight and reporting on the overall implementation of the Component 3.1 of the 11th EDF, as outlined in the Financing Agreement of Component 3.1. of the 11th EDF; and
- Organise relevant workshops, meetings, and symposiums as required under the project.

The *Secretariat* is seeking a strategic and proficient individual who holds a university degree in development economics, development studies, international relations and/or related areas, including Project Management and Monitoring, Public Policy management with substantial relevant work experience on development assistance of which some 5 years has been spent in a developing country and possess a fair knowledge of EU development policy and a broad understanding of development and sectoral issues in the Pacific region.

### 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 24,105 to SDR 36,157 per annum**. At the 1 September 2019 exchange rate this salary range was equivalent to **FJD71,590 to FJD107,380**. For non-Fijian nationals, this salary may be tax-free. To be eligible for this position, 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](http://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), 25 October 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.