

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 positions in the Communications & Public Affairs team. The positions this notice intends to fill are:

Team Leader – Communications & Public Affairs

This role is to provide quality oversight and support to the Public Affairs Unit and to strengthen the role of media and stakeholder engagement for the Pacific Islands Forum Secretariat. Some key areas of responsibility will include (but will not be limited to): Positioning; Branding; and Day-to-day management of staff & the budget of the Public Affairs Unit.

The salary for this role depends on qualifications and experience (varying in accordance with current foreign exchange rates) and starts within a range equivalent to **FJD110,262 to FJD124,045** per annum.

Communications Officer

This role is to deliver internal and change communications activities across a range of channels that enhance the working experience of Secretariat staff, increase engagement and connection to the values, vision and mission of the Forum, and support the achievement of key results. Some key areas of responsibility will include (but will not be limited to): Strategy and Planning; Channels; Advice and Project Support; Content and Campaigns; Engagement and Consultation; and Records, Reporting & General Duties.

Depending on qualifications and experience (varying in accordance with current foreign exchange rates) the salary for this Officer role starts within a range equivalent to **FJD72,539 to FJD91,257** 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 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 closing date for applications is **16 December 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.