



Deputy Secretary General

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 **Deputy Secretary General** to join the team in Suva, Fiji. The primary role of Deputy Secretary General is to support the Secretary General in the efficient management and operation of the Secretariat. Further, the Deputy Secretary General, as the primary adviser to the Secretary General on all regional policy initiatives, will be expected to ensure a coherent and consistent approach to progressing the Leaders' decisions and working through the existing regional architecture and mechanisms in place.

To facilitate the above, the incumbent will support the Secretary General in:

- Ensuring the overall planning, implementation and ongoing review to deliver the Secretariat's agreed annual statement of intent (work programme) and budget;
- Working with the Senior Management Team to ensure timely and accurate policy information, advice and briefings to inform the strategic policy direction and guidance to Leaders and Members, and interaction with Forum and other partners; and
- Managing stakeholder and development partner engagements for the Secretariat as a whole.

The *Secretariat* seeks a strategic and proficient individual who holds a Masters Degree (or higher) in economic/development studies, political science or a related discipline with substantial experience in a relevant senior management position in a related field. Senior management experience within national government structures of a Pacific Islands Forum member country would be most beneficial. Candidates with a sound working knowledge and deep appreciation of the economic and political interests and realities and a broad working knowledge of regional and international issues affecting the interests and realities of the peoples, governments and countries in the Pacific Islands region are preferred. Previous practice and experience working in the Pacific regional and/or international environment(s) with the ability to provide high quality policy and advice at the highest levels must be demonstrated. Candidates must also be able to demonstrate experience of awareness and understanding of the development challenges facing the Blue Pacific region - including the importance of promoting sustainable development and good governance and the need to balance these objectives against the requirements of economic growth.

About the Benefits

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The starting salary will be in the range of **SDR 77,451 to SDR 87,133** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to **FJD 233,076 to FJD 262,211**. 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.

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), 17 January 2020.**

* 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.