



## Human Resource Officer

### 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 looking for a **Human Resource Officer** to join the team in Suva, Fiji. The role of the Human Resource Officer is to support the Team Leader in achieving the team's strategic objectives, and by acting as the HR lead on a range of different projects and responsibilities, develop the organisation's people, support whole of organisation Human Resource initiatives and manage organisational development.

To facilitate the above, the incumbent will be responsible for:

- Organisational Development;
- Employee Relations; and
- HR Generalist activities.

The *Secretariat* seeks a strategic and proficient individual with a university degree or equivalent in Human Resource Management, General Management/Business, Psychology, Sociology, Education or a related discipline. Candidates must have substantial relevant experience with excellent understanding of HR best practice and the ability to apply this to employee relations. Experience of formal report writing for different audiences and of performance management and working within defined policies and procedures are required as would experience with managing organisational change projects especially in restructures and related programmes.

### 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 24,105 to SDR 30,325** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to **FJD72,539 to FJD91,257**. 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), 10 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.