



Director Operations

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 **Director Operations** to join the team in Suva, Fiji. This role is focused on providing leadership and management of the Secretariat's day-to-day administration and business operations in support of the Secretary General. The position will report to the Secretary General through the Deputy Secretary General and will be a member of the Senior Management Team.

To facilitate the above, the incumbent will support the Secretary General through the Deputy Secretary General for:

- Financial Management;
- People Management and Development;
- Information Services;
- Property services;
- Procurement and Travel Services; and
- Organisational Development and Continuous Improvement.

The *Secretariat* seeks a strategic and proficient individual who holds an advanced University degree (Master's degree or equivalent) in management or related fields and first degree in Management, Finance, Accounting or Human Resource. Candidates with substantial years of practice experience in a senior management position particularly in Human Resources best practice and financial management of a medium/large organization with excellent leadership and people skills will have an advantage.

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 56,718 to SDR 74,965** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to **FJD170,683 to FJD225,594**. 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), 24 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.

