

# Opportunities at the Secretariat

## *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.

## **The Opportunities**

Applications are invited from nationals of member countries to fill vacant positions based at the Secretariat in Suva.

### **1. PACRES Project Coordinator**

The position reports to the Director Programmes and Initiatives through the Climate Change Finance Adviser & Resilience Team Leader and will work closely with the Pacific Adaptation to Climate Change and Resilience Building (PACRES) Team to advance the responsibilities of the unit. The primary role of the PACRES Project Coordinator is to provide project management, coordination and technical support to the Global Climate Change Alliance Plus Intra ACP PACRES Project.

### **2. Programme Adviser (Resilient Development Finance)**

The position reports to the to the Director, Programmes & Initiatives and the PIFS Resilience Team Leader and for managing and coordinating PIFS' role in Disaster Risk Finance capacity building for Pacific Island Countries, coordination of the Means of Implementation Key Result Areas, and support to the Pacific Resilience Facility. The position will be responsible for the provision of policy and technical advice, research, and analysis to support PIFS' delivery of relevant activities and other related advice and support required by the PIFS in connection with

its leadership role in contributing to the sustainable development priorities of Pacific island countries and territories.

### **The Package**

The salaries for these positions depend on qualifications and experience and will be in the range of **SDR 36,640** to **SDR 42,297** per annum. At the 1 February 2020 exchange rate this salary range was equivalent to **FJD109,569** to **FJD126,486**.

All appointments at the Secretariat attract competitive remuneration and benefits packages that include medical and life insurance. For international positions, packages include housing allowance and education allowance for dependent children. For non-Fiji nationals, salaries may be free of income tax.

### **Additional Information**

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://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 Forum Secretariat is an Equal Opportunity Employer. **Deadline for applications is at 5pm (Fiji time), 27 March 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.