



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

TRADE COMMISSIONER - PACIFIC TRADE & INVEST (PT&I), NEW ZEALAND

An exciting and challenging opportunity now exists for a well-qualified and experienced individual to join the Pacific Islands Forum Secretariat as its Trade Commissioner - Pacific Trade & Invest (PT&I), New Zealand

The Trade Commissioner – Pacific Trade & Invest (PT&I), New Zealand will be responsible for the provision of appropriate market support to Forum Island Countries to promote and intensify the cooperation between the region and New Zealand in economic, trade, investment and tourism development. In addition, the Trade Commissioner will maintain diplomatic and technical links with the New Zealand Government at the appropriate levels. The successful applicant will be responsible for successfully driving the following critical outcomes for the Forum Secretariat:

- **Provision of effective leadership and people management**
 - Ensure full participation in the performance management process not limited to the development, monitoring and reviewing of performance framework
- **Effective service and stakeholder relationship management**
 - Linkages and networks with key Forum Island Country government officials, trade and investment promotion agencies & private sectors in support of facilitating market access for FIC products and services, and investments in the FICs fostered and enhanced
 - Ensure the PTI New Zealand provides cost efficient, targeted and client-driven services to the Forum Island Countries (FIC) Members/Observers
- **Work programming and marketing**
 - Develop, implement and monitor marketing strategies and programmes to improve trade, investment and export potential of FIC business
 - Effective linkages and network alliances with the headquarters through the Secretariat's Programmes & Initiatives team, with other PT&I offices and with other regional-based agencies to value add to PT&I Strategic Plan on business and private sector development, including through dissemination of effective business/market information
 - A robust and comprehensive outreach programme for the promotion of PT&I developed, implemented and continuously refined
- **Effective administration and robust reporting**
 - Preparation and submission of progress reports not limited to semi/annual reports, budget, audit, travel and work plans to the Forum Secretariat regarding all aspects of the PTI's operations, programme initiatives, administrative and financial matters, programme achievements
 - Annual Joint meetings of PTI, and, other relevant meetings under PIFS Work Programme attended to as required
- **Provision of financial & management support/advice**
 - PTI's financial, physical and personnel resources under delegation from the Secretary General managed effectively
 - Financial and personnel resources within the PTI mandate and in accordance with strategic priorities allocated and prioritised
 - Annual Budget & Work programme in conformance with the Forum Secretariat requirements produced as required
- **PIF's vision, core values, ethics and professionalism upheld and promoted.**

The person we seek will have a minimum 8 years' demonstrated experience of the same at practitioner level and a Postgraduate qualification in Business Studies or Administration, Management, International Marketing or similar is desirable. The applicant must possess the following:

- Degree qualification in Business Studies or Administration
- A track record in strategic planning, financial management, marketing, international trade and or investment and practical knowledge and experience in business including enterprise development and facilitation
- Proven knowledge and understanding of global and regional social and economic conditions.
- Proven experience in the following areas: diplomatic training, staff management, public relations, analytical skills, sales & marketing experience, international trade and/or investment experience, small business management and creative development



Assisting Organisations Improve their Performance

How to Apply: Email a cover Letter and CV including the names and contact details of 3 professional referees, with the subject 'Trade Commissioner' to jobs@maxumisefiji.com

OR Apply Online: app.hrmonise.com/job/PIFS/TC

For more information, contact: Ravuama Buadromo: +679 330 3137, ravu@maxumise.com

Closing Date: 25 September 2020