

Public Affairs Adviser

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 Opportunity

The Forum Secretariat is looking for a **Public Affairs Adviser** to join the team in Suva, Fiji. The position reports to the Team Leader - Communications to deliver on agreed outputs as identified under the Communication & Public Affairs KRA 3.01 and support the Communications & Public Affairs team with prescribed annual outcomes as required. As such, the position is expected to work closely with the Office of the Secretary General, Policy Directors and their teams.

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

- Developing and implementing media and public relations plan and activities;
- Capacity Building within the team, as well as local and regional media corps to understand and report on key PIF initiatives and priorities;
- Building and strengthening relationships with media outlets;
- Managing social media activities.

The *Secretariat* seeks a diligent and proficient individual with a postgraduate degree in Communications, Journalism, Media or any other relevant Social Science degree. Substantial years of relevant experience in media, public relations and journalism would be desirable. Candidates require a sound knowledge and understanding of the Pacific's political landscape, Pacific media communications, institutions and processes plus a solid background in writing and editing of speeches, press statements and international meetings.

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 36,640 to SDR 41,220** per annum. At the 1 January 2021 exchange rate this salary range was equivalent to **FJD108,659 to FJD122,025**. For non-Fijian nationals, this salary may be tax-free. To be eligible for this position, the applicant must be a national of a Forum member country or territory*. Applicants must be willing to travel periodically via economy class.

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), 9 April 2021.**

* Members 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.