

Readvertised: Permanent (Forum) Representative to the World Trade Organisation (WTO) and United Nations (UN) in Geneva

About the Pacific Islands Forum Secretariat

PIFS is an Employer of Choice in the region, aiming to recruit and employ staff based on merit and organisational needs, and ensures that employment selection upholds its values and commitment to Forum membership, gender balance and building a diverse and inclusive organisation. PIFS is committed to achieving gender balance and being fully representative of our Member countries, and endeavours to meet this goal as part of the recruitment process, where possible.

About the Opportunity

The Forum Secretariat invites suitably experienced and qualified individuals to apply for the position of Permanent Representative of the Pacific Islands Forum (PIF) to the World Trade Organisation (WTO) and the United Nations (UN), based in Geneva, Switzerland. The position is under the overall direction of the Director of Programmes and Initiatives of the Forum Secretariat. The work of the PIF – Geneva Office and that of the Permanent Representative will be guided by the following objectives:

- Represent the interests of Forum Members at the WTO and UN as and when mandated by Forum Leaders through the Pacific Islands Forum Secretariat;
- Manage the Permanent Delegation of the Pacific Islands Forum to the WTO and UN in Geneva in an efficient and responsive manner, including management of budgets, monitoring and reporting requirements and supervision of staff in line with the agreed Work Programme according to the Forum Secretariat requirements;
- Manage a team to support Ministerial attendance at WTO and UN meetings in Geneva, and provide training, and managing and facilitating the work attachment of rotating representatives at the Permanent Delegation; and
- Provide high-quality technical advice and assistance to stakeholders in matters relating to WTO and relevant UN issues.

While the PIF-Geneva Office has predominantly focused on supporting Forum Member Countries at the WTO, it has recently become accredited to the UN in Geneva. It is envisaged that the role of Permanent Representative over time will encompass greater engagement at the UN in Geneva on behalf of the Pacific Islands Forum region, contingent on the availability of resources and the priorities of Forum Leaders.

The position of the Permanent Representative is for a term of 3 years. Applicants must have an advanced degree (preferably Master's level or equivalent) in Development Economics, International Trade or Business Administration. Applicants must also have at least eight years of relevant work experience at a senior level in areas such as trade negotiations, policy development and international representation, including through leading delegations at the WTO, UN and other international fora on behalf of Forum Members.

Applicants must also have extensive management and leadership to produce high-quality outcomes and managing teams of 5-15 staff to deliver representational and policy outcomes plus have extensive experience engaging with Government Officials and Ministers in direct reporting, liaison and coordination roles.

About the Benefits

The position carries a competitive and attractive remuneration and benefits package including medical and life insurance; education and housing allowance. The position is placed at Band 13 of our scale with a starting base salary range from **SDR 49,457 to 55,639** (equivalent to USD 65,714 to 73,952) per annum. In addition, you will receive a cost of living differential allowance, ranging from **SDR32,938 to 37,056** (equivalent to USD 43,772 to 49,242). Amounts are based on 1 January 2023 foreign exchange rate but your final salary will be dependent on foreign exchange rates at the time of payment.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the position description and full remuneration details is available. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees. To be eligible for this position, the applicant must be a national of a Forum member country*. **Previous applications need not reapply.**

The Forum Secretariat is an Equal Opportunity Employer. **Deadline for applications is at 5pm (Fiji time), 10 February 2023.**

*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.