

## **Deputy Secretary General – Strategic Policy and Programming (DSG-SPP)**

### **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. Our workforce is currently over 50% female, and we have representatives from twelve of the eighteen Forum member countries.

### **The Opportunity**

The Forum Secretariat invites suitably experienced and qualified individuals to apply for the position of the DSG-SPP. The position will provide support to the Secretary General and will be responsible for the overall delivery of KRAs sitting underneath the Director Policy, and the Director Programmes and Initiatives. Responsibilities include, but not limited to:

- Providing strategic advice on the leadership and management of the organisation;
- Providing strategic and managerial advice on the management of the Annual Key Results Area (KRA) Framework for the following functional areas: (i) Policy; and (ii) Programmes and Initiatives;
- Developing and maintaining effective working relationships and partnerships with member countries, CROP agencies, development partners and other stakeholders; and
- Flexibility and Continual Improvement.

Applicants should have a master's degree (or higher) in economic/development studies, political science, or a related discipline with at least 15 years' experience in a relevant senior management position in economic or political or sustainable development, or a related field - including senior management experience within national government structures of a PIF member country. Demonstrated experience in economic, social, security and trade policy or related field with a sound working knowledge and deep appreciation of the economic and political interests and realities of the people of the Pacific Islands, their governments, and countries.

### **The Eligibility Procedure**

The Executive Team of the Secretariat (comprised of the Secretary General, and the two Deputy Secretaries General) is rotated among nationals from the 3 sub-regions – Micronesia, Melanesia, and Polynesia. The Incoming PIF Secretary General in 2024 is from Micronesia meaning that this DSG will be from Melanesia and Polynesia respectively.

To be eligible, applicants must be a national from Melanesia only, which includes: Australia, Fiji, New Caledonia, Papua New Guinea, Solomon Island and Vanuatu

Applicants must be willing to travel periodically via economy class.

### **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 our Executive level with a starting base salary range from **SDR 79,000 to 88,875** per annum equivalent to **(FJD 233,382 to 265,555)** at Band 16 on our salary scale. Amounts are based on 1 March 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](http://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.

**Deadline for applications is at 5pm (Fiji time), 28 April 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.