



PACIFIC ISLANDS FORUM SECRETARIAT

APPLICANT INFORMATION PACKAGE

POSITION: POLITICAL ISSUES ADVISER

DATE: January 2012

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A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 104 staff. The **Forum Secretariat's** mission is to honour and promote the Forum vision by providing quality policy advice, co-ordination and assistance in implementing Leaders' decisions in Member countries with regard to the following four key goals identified by the Forum Leaders:

- Economic Growth
- Sustainable Development
- Good Governance and
- Security

The **Pacific Islands Forum** Vision:

“Leaders believe that the Pacific region can, should and will be a region of peace, harmony, security and economic prosperity, so that all its people can lead free and worthwhile lives. We treasure the diversity of the Pacific and seek a future in which its cultures, traditions and religious beliefs are valued, honoured and developed. We see a Pacific region that is respected for the quality of its governance, the sustainable management of its resources, the full observance of democratic values, and for its defence and promotion of human rights. We seek partnerships with our neighbours and beyond to develop our knowledge, to improve our communications and to ensure a sustainable economic existence for all”

In delivering its mission, the Secretariat will strive for professional excellence while demonstrating personal leadership. It will be responsive to the needs of its stakeholders and will excel within a caring and innovative environment.

B. JOB DESCRIPTION

Position Identification:

Job Reference:	
Job Title:	Political Issues Adviser
Work Unit:	Political Governance and Security Programme
Responsible To:	Director, Political Governance and Security Programme
Responsible For:	1 staff
Job Purpose:	This job exists to handle a range of Forum political security issues relating to political developments.
Date:	January 2012
PIFS Job Band:	Band 12 - SDR 36,894 – 55,342

The Leaders' Vision:

Leaders believe the Pacific region can, should and will be a region of peace, harmony, security and economic prosperity, so that all of its people can lead free and worthwhile lives.

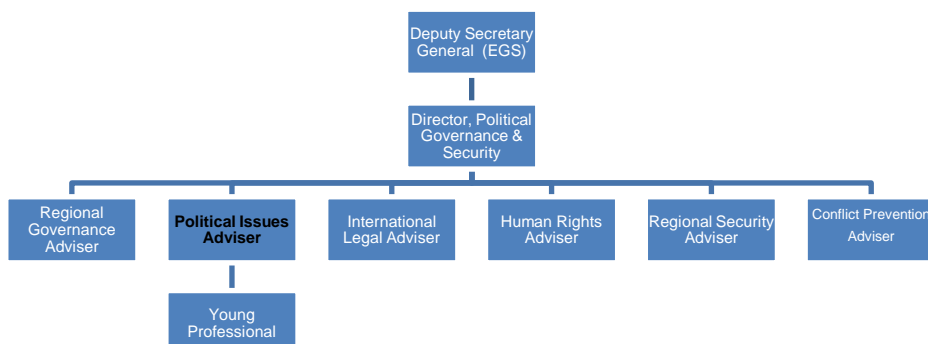
We treasure the diversity of the Pacific and seek a future in which its cultures, traditions and religious beliefs are valued, honoured and developed.

We seek a Pacific region that is respected for the quality of its governance, the sustainable management of its resources, the full observance of democratic values and for its defence and promotion of human rights.

We seek partnerships with our neighbours and beyond to develop our knowledge, to improve our communications and to ensure a sustainable economic existence for all.

The Pacific Plan

Organisation Context:



Key Result Areas:

The job of **Political Issues Adviser** encompasses the following major functions or Key Result Areas:

1. Political Overview Analysis and Advice
2. Support to the Director of the Political Governance & Security Programme and Management of Staff
3. Representation of Forum Interests
4. Meeting Coordination

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Political Overview Analysis and Advice</p> <ul style="list-style-type: none"> ▪ Monitor and provide assessments on the range of political security developments in the region. ▪ Provide timely high quality policy analysis to the Executive and Forum members on political security matters in the region. ▪ Ensure the effective and sound implementation the Biketawa Declaration in line with the Forum Leaders’ decisions, and as required, provide advice on the appropriate role for the Forum Secretariat particularly with a view to the application of the Biketawa Declaration and implementation of the Pacific Plan and FRSC initiatives. 	<ul style="list-style-type: none"> ▪ The Executive is provided with timely quality assessments of political security developments throughout the region. ▪ The Executive is provided quality advice on appropriate Forum responses to developments throughout the region with sufficient time to develop an appropriate response.
<p>2. Support to the Director of the Political Governance & Security Programme and Management of Staff</p> <ul style="list-style-type: none"> ▪ Assist the Director of Political Governance and Security Programme with political briefings to the SG; ▪ Manage the Young Professional (YP) – Political Issues effectively, including the YP’s performance and workloads to ensure that objectives are met; ▪ Assist the Director of Political Governance and Security Programme, as required and where appropriate, to undertake manager responsibilities and activities associated with staff recruitment, induction, performance management, training and development, and staff welfare, as well as other management responsibilities from time to time. 	<ul style="list-style-type: none"> ▪ Positive feedback from Director as measured by performance appraisal; ▪ Personnel policies are observed and HR processes, including performance management, implemented on time to standard.

Jobholder is accountable for	Jobholder is successful when
<p>3. Representation of Forum Interests</p> <ul style="list-style-type: none"> ▪ Provide high quality briefing for and/or representation at relevant regional and international meetings and workshops. 	<ul style="list-style-type: none"> ▪ High quality briefing prepared within deadlines. Meeting participation is appropriate and well-prepared; ▪ <i>Stakeholders are informed of Forum positions on political security initiatives, and the Secretariat's activities in implementing key directives;</i> ▪ Political relations with members, associate members, observers and development partners are strengthened and reflected in support of the Secretariat's policies and activities.
<p>4. Meeting Coordination</p> <ul style="list-style-type: none"> ▪ Coordinate arrangements for and manage high level meetings and other regional political visits. ▪ Ensure appropriate arrangements and preparations for Session Two of the FRSC, including timely issuance of the agenda and policy papers for Forum Members' consideration, and outcomes of the FRSC Second Session 	<ul style="list-style-type: none"> ▪ Agendas, papers and briefs for meetings completed and distributed within time frames; ▪ Logistics finalised within time frame; ▪ Meetings are serviced to a high standard and there are no problems; ▪ Positive feedback from key stakeholders e.g. Leaders, Ministers, EPG members, Executive, and officials; ▪ Relevant, Political Governance & Security Programme recommendations are accepted and endorsed by the FRSC, PPAC, FOC, Ministers and Leaders.

Note

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Assessment of and providing advice on politically sensitive matters.
- Coordinating the preparation of the papers for the high level meetings and other regional political visits e.g. FRSC, ECM & FMSC and ensuring that all arrangements are in place, and that the meetings run smoothly.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> ▪ Forum Member countries ▪ Other CROP and regional organisations ▪ External partners ▪ International organisations 	<ul style="list-style-type: none"> ▪ Providing and seeking advice, and liaison ▪ Providing and seeking information, and liaison
<p>Internal</p> <ul style="list-style-type: none"> ▪ Executive, Political Governance and Security ▪ Programme Staff and all Forum Secretariat Staff 	<ul style="list-style-type: none"> ▪ Providing advice and responding to requests

Level of Delegation:

The jobholder:

- Manages a fund totalling \$915,437
- Can authorise up to \$5,000 of costs in own budget
- Can sign standard letters on meeting and related activities to counterparts and country officials no higher than Permanent Secretary Level.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ An advanced university degree in Political Science or other relevant degree. 	

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ At least 7 years experience working on a broad range of political, security and good governance issues. ▪ A sound knowledge of the political issues relevant to Forum members including in the areas of security, political development and good governance. ▪ Extensive experience in analysis and report writing. ▪ Experience in writing speeches on a variety of subjects. ▪ Extensive experience in organising high level meetings. ▪ Experience and demonstrated success in a representational role in intergovernmental and other meetings and discussions. ▪ Experience in working in a cross cultural environment. 	<ul style="list-style-type: none"> ▪ Has worked for a national government and/or international organisation. ▪ Has been involved in high level political meetings or visits.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> ▪ Strong analytical skills, the ability to master new material quickly and the ability to present complex issues in a simple and concise manner. ▪ Excellent oral and written communication skills. ▪ Ability to set priorities successfully and working with minimal supervision. ▪ Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies.
Advanced level	<ul style="list-style-type: none"> ▪ Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions. ▪ Excellent organisation skills and the ability to meet deadlines. ▪ Focused on quality in every aspect. ▪ Positive leadership skills committed to a consultative and open work environment. ▪ Understands and is responsive to the needs of all stakeholders. ▪ Committed to team-work and ability to work with a small team of professional staff.

Advanced level cont	<ul style="list-style-type: none"> ▪ Strong interpersonal and communication skills as well sensitivity to the diverse needs of those in a multi-cultural environment. ▪ Utilises smart work practices
Working knowledge	<ul style="list-style-type: none"> ▪ Conflict prevention, law enforcement and governance issues.
Awareness	<ul style="list-style-type: none"> ▪ Willing to travel within the region and internationally in economy class, as required.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

Personal Attributes

- Physically fit and healthy
- The ability to lead and motivate a team and a clear communicator
- Resilience
- Ability to think on and off your feet
- Ability to sum up the situation and make decisions quickly if required

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

C. REMUNERATION INFORMATION

The Forum Secretariat is part of the participating CROP agencies that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Political Issues Adviser and the principles these conditions are based on.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position
- *Practice:* The successful candidate will be entitled to a contract term of three years subject to a satisfactory medical examination and performance during a six-month probation period. On completion of three years at the Secretariat, a contract may be renewed based on performance, funding, the need for the position, and the six (6) years rule.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:
 - Monday – Thursday: 8:30am – 5:00pm
 - Friday: 8:30am – 4:30pm.

Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs.

Salaries for all Secretariat positions that are advertised internationally, are assessed annually compared to the reference markets which are the median of the Australian and New Zealand Public Service Sectors and the Fiji All Organisations market.
- *Practice:* This position is placed at Band 12, is denominated in Special Drawing Rights (SDR) and paid in Fiji Dollars according to the average SDR/Fiji exchange rate for the preceding month.

The salary will be in the range of SDR36,894 to SDR55,342 per annum. At the 1 January 2012 exchange rate this salary range was equivalent to FJD103,839 to FJD155,761.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to 8% of salary, paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

Housing

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* Rental assistance equating to 75% of suitable standard accommodation is paid to incumbents of positions that have been advertised internationally. Maximum rates are reviewed annually. The maximum rental assistance payable is FJD2,625 per month or FJD 31,500 per annum.

Education

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* 75% of actual costs of fees for tuition, board and sanctioned tutorials are reimbursed up to a maximum of FJD14,380 per child per annum and up to a maximum of FJD43,140 per family per annum.

Recruitment & Repatriation Entitlements

- *Principle:* To meet costs of travel, accommodation and for moving personal effects of staff and dependants to enable a move to the base station on recruitment and back to recognised home on repatriation.
- *Practice:* Airfares, packing and removal costs for staff, spouse and dependent children between point of recruitment and Suva will be facilitated and paid by the Secretariat. Hotel accommodation for 6 working days is provided for staff on arrival and on repatriation. Reasonable removal expenses (packing, insuring, shipping and unpacking) from place of recruitment and on end of contract. A 20 foot container is the family entitlement for this purpose.

Establishment Grant

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 1,100 will be given to staff recruited from outside the greater Suva area.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practice:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

Annual Leave

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 25 working days per annum.

Sick Leave

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

School Holiday Travel

- *Principle:* To enable parent-child reunion.
- *Practice:* One economy class return airfare per annum for a dependent child to visit their parent at the base station or one economy class return air fare for a staff member or spouse to visit their dependent child studying overseas.

Home Leave Travel

- *Principle:* To enable staff to maintain contact with their home environment.
- *Practice:* After having completed 18 months service, expatriate staff members are entitled to home leave airfares provided they return for the remaining time of their contracts. The entitlement is for reimbursement of one economy class return flight between Suva and the place of normal residence for the staff member, spouse and dependent children.

Repatriation Grant

- *Principle:* To assist staff from outside the base station settle back in their home location.
- *Practice:* This allowance is equivalent to two weeks salary on repatriation.

Tax Status

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals and may be tax-free in Fiji for non-Fiji nationals. It is the responsibility of the applicant to check the tax status of Pacific Islands Forum Secretariat salary in their relevant country.

Other Benefits

Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

D. ADMINISTRATIVE INFORMATION

The closing date for applicants is **2 March 2012**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Applications should be addressed to **The Secretary General, Pacific Islands Forum Secretariat, Private Mailbag, Suva** and sent electronically to jobs@forumsec.org.fj. General Information on the Pacific Islands Forum Secretariat is available on the website: www.forumsec.org.