



PACIFIC ISLANDS FORUM

Applicant Information Package

SENIOR ADVISER - POLICY

January 2025

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About the Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The purpose of the Pacific Islands Forum is to “strengthen regional cooperation and integration, including through the pooling of regional resources of governance and the alignment of policies, in order to further Forum members’ shared goals of economic growth, sustainable development, good governance, and security.”

The Pacific Islands Forum Leader's Vision is for a region of peace, harmony, security, social inclusion, and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The member states of the Pacific Islands Forum are 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.

The Pacific Islands Forum Secretariat was established in 1972. Its primary role is to provide policy advice, coordination and assistance in implementing the decisions of the Forum Leaders, which are delivered through the annual Leaders' Forum Communiques and Forum ministerial meeting decisions.

The 2050 Strategy for the Blue Pacific and its Implementation Plan were endorsed by Pacific Islands Forum Leaders in 2022 and 2023 respectively. The 2050 Strategy is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in 2017, which calls for inspired leadership and a long-term Forum foreign policy commitment to act as one “Blue Continent” as the means to achieve its development aspirations. The Blue Pacific identity would serve to inspire the region and reinforce the potential of its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture, and livelihoods.

About the Policy Team

The policy work of the Secretariat is divided into 3 broad divisions, Policy, Governance & Engagement, Programmes & Initiatives, which depicts the different stages of the regional public policy cycle.

The Policy team is tasked with developing quality high-level policy advice to member governments, PIFS and CROP organisations on a broad portfolio of issues, including social, economic and security related matters.

About the Position

The role of Senior Adviser - Policy is responsible for providing high quality policy advice on a range of security, social and economic policy issues. Reporting to the Director Policy, the position involves staff management, oversight of Ministerial and Officials level meetings, providing policy advice and guidance to Senior Management and Members either personally or via the work of consultants, and oversight of budget and other accountability and administrative systems.

The Senior Adviser - Policy will provide leadership in the KRAs within the organisation and will also be responsible for liaising with Members at Officials level, overseeing the policy advice and agenda of the Forum Officials Committee Meeting and Forum Foreign Affairs Ministers Meeting, and liaising and coordinating with counterpart CROP agencies and other

relevant regional and international organisations. The successful applicant will also be expected to take up Acting duties when the Director Policy is away from office as part of their substantive engagement.

To be successful in this role you will require a strategic view of the organisation, its operating environment, and expected outputs. You will need to make linkages across the range of work areas to ensure the sum is greater than the parts.

You will be comfortable working through large volumes of tasks that span proactive opportunities and reactive needs. You will use mental agility to frequently switch topics and attitude on any given day, given the dynamic nature of an organisation where the opportunities and/or work often needs further definition.

You will successfully build collaborative relationships with colleagues at all levels of the organisation and manage through influence to get work done. Using these orientations and skills, you will deliver solutions for complex problems. This role requires judgement, flexibility, humility and resourcefulness.

The responsibilities of the position include, but are not limited to:

1. Provide coherent high-quality policy advice.

- Monitor and support major policy development initiatives across the secretariat, to find synergies and streamline processes where feasible.
- Build visibility of significant policy initiatives across CROP agencies and how they intersect with PIFS mandated areas.
- Providing strategic advisory support and guidance to the SMT on issues with organisation-wide implications so that all policy work is tagged to decisions and strategies.
- Ensuring coherence in the policy advice being developed across the Secretariat, including key emerging regional issues across the organization and surfacing issues, bright spots, and challenges to the SMT.

2. Embed best practices, innovation, and learning into PIFS policy development processes.

- Review and update the PIFS Policy Quality Framework, creating a unique set of Pacific considerations that blend global best practice and relevant elements of the 'Pacific way', such as Talanoa.
- Seek, adapt and pilot innovative policy development methodologies and tools, building a tool kit for teams to draw from.
- Champion and support the integration of data into the policy-making processes, in partnership with the Strategic Planning & Coordination Unit and the 2050 Team.
- Embed a culture of learning in our policy development and implementation processes, by facilitating internal quarterly policy reflections, supporting PIFS and the 2050 MERL efforts and engaging external evaluations as required.

3. Strengthen PIFS policy development and advice capability.

- Engage with teams undertaking major policy initiatives from the planning stage to provide technical support.
- Track policy development processes across the secretariat, acting as a sounding board for advice on approaches, troubleshooting sensitive issues and support.
- Provide quality assurance on key policy papers, presentations, and briefings, especially policy documents prepared for the core PIF meetings.
- Ensure that policy staff across the secretariat are trained and supported in policy development best practices. Conduct or facilitate training when new tools are

introduced and piloted.

4. Lead significant policy initiatives

- As and when directed by the Senior Management Team, lead policy processes on delicate matters.
- Plan and manage complex projects, including mitigating risk and tracking issues through to completion.
- Supporting SMT in consultations with external stakeholders, at the highest levels.
- Provide high-quality media releases, speeches and correspondence, as and when requested by the SMT.
- Handle and effectively prioritize a high volume of work and adapt to new information and changing priorities.

5. Leadership and management

- Strategic oversight and management of policy processes.
- Work planning and reporting.
- Mentor and guide staff engaging in policy development.
- Budget management may be required.
- Staff management may be required.

General Capabilities

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieve greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, PIFS has produced a Capability Framework (CF) that provides a common platform to clarify performance expectations and job behaviours required for roles at various levels. Details of each CF Competency may be different for the position's Band Level. This position is categorized at Level D.

CORE CAPABILITIES:

Planning & Prioritising	“Developing and committing to personal, team, KRA and organization wide plans”
Communicating with Purpose and Effect	“Clear communication while knowing your target audience and the outcomes you are seeking”
Leading and Collaborating	“Actively leads self, others and organization to establish a positive and productive organization culture”
Applying Critical Thinking	“Gathering, organizing and analyzing information for effective decision making”
Developing and Strengthening Relationships	“Working cooperatively and establishing, developing and maintaining business relationships”
Delivering Value	“Deliver Outcomes that meet agreed quality and timeliness measures”

SUPPLEMENTARY CAPABILITIES:

Supplementary Capabilities required include building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

Position Accountabilities

The position reports to the Director Policy and will work closely with the SMT and teams to advance the Forum priorities. However, within the divisional context, the work of the Secretariat at the operational level is driven by the Strategic Plan and Annual Corporate Plan (linked to the Budget), which sets out the organization's core deliverables.

Thus, at any given year, Adviser level staff will be required to lead on one or more of the key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Adviser level staff will be required to manage other officers and technical staff that may not necessarily sit within the Programmes and Initiatives Team. This matrix management structure allows for greater staff collaboration and teamwork – resulting in robust policy options.

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.

Position complexities

Most challenging duties typically undertaken:

- Switching topics and altitude frequently, any given day, given the dynamic nature of opportunities and/or work requiring further definition;
- Building collaborative relationships with colleagues at all levels both internal and external to the organisation;
- Delivering solutions for complex problems
- Coordinating and liaising with Forum Member Country Officials and other counterparts / stakeholders to organise meetings that deliver high quality outcomes; and
- Leading and managing staff on specific KRA initiatives (as required) and ensuring collaborative working relationships.

Qualifications and experience required for the role

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:

- An advanced University degree (Master's degree or equivalent) in strategic planning, politics, development studies, humanities or a related field.
- At least 8+ years of professional work experience, including 3+ years in roles requiring strong lateral management, relationship building, strategy formulation, project management, and cross-functional leadership.
- Strong analytical skills and the ability to master new materials quickly with proven ability to monitor regional and international developments.
- Comprehensive stakeholder analysis experience including application of quantitative and qualitative methods for analysing policy and formulating high-quality policy papers in the Pacific region or in an international environment.

- Working experience in the areas of political, development or economic policy, particularly at a senior level in either government or non-government organisation in at least one Member country.
- Extensive experience with government Officials and Ministers in direct reporting, liaison and coordination roles.
- Proven staff management experience, including leading teams to achieve outcomes, setting priorities effectively, working independently and collaboratively with minimal supervision, and meeting tight deadlines.
- Experience in working in a cross-cultural environment.
- Established network base within the region.

Other Desirable Knowledge/Experience:

- Previous leadership experience within Foreign Affairs preferred.
- Previous management/strategy consulting experience or MBA strongly preferred.
- Track record of success in a complex, high-stakes environment.
- Experience leading high-performing teams and/or organizations.
- Build strong relationships with and earn the trust of key internal and external stakeholders at all levels.

Functional Relationships & Relationship skills

The role will need to liaise with many stakeholders, key contacts and typical nature of their relations are:

External:

- Forum officials,
- Donors
- Other CROP Agencies

- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes.
- Conversations during regional meetings to build understanding and address issues.
- One-on-one meetings on topical issues.

Internal:

- Executive, Director Policy and other members of Senior Management team
- Other KRA Advisers

- Provision of written and verbal briefings on subject areas.
- Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests.
- Discussions on strategic programme directions.

- Other reporting officers & Admin staff
- Staff in other reporting lines

- Regular group meetings to share information.
- Informal one-on-one conversations.
- Emails and written briefings and/or seek inputs for work.

- Collaborative Inputs to papers and presentations.

Direct Reports

The role has the following staff responsibilities:

- No direct reports.
- Up to five indirect reports managing a KRA Objective.

Level of Delegation

The position holder may be required to manage funding for the assigned KRA according to PIFS Financial policies and procedures.

Additional Information

- PIFS advocates for equal opportunities, promotes environmentally sustainable practices and champions health & well-being for its staff.
- Incumbent is physically fit and able to travel frequently.
- Hold a current passport valid at least 6 months.

Change of Position description

This position description may be subject to change from time to time in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required.

This Position Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Summary of Conditions, Benefits & Entitlements

The Forum is part of the participating agencies of the CROP 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 Senior Adviser - Policy.

International Staff Remuneration & Benefits		
Type	Amount	Notes
Contract Terms		
Duration of contract	<ul style="list-style-type: none"> • Three years subject to a satisfactory medical examination and performance. • Six-month probation period. • Option to renew for an additional two terms, on completion of three years at the Secretariat based on performance, funding, and organisational requirements. • Maximum term limit of nine (9) years in the same band. 	<ul style="list-style-type: none"> • To ensure recruitment and retention of the best person for the position..
Working hours	<ul style="list-style-type: none"> • Minimum of 37 hours per week. 	<ul style="list-style-type: none"> • Hours worked may be flexible to accommodate the needs of the Forum.
Salary		
Salary Scales	<ul style="list-style-type: none"> • Starting from SDR 51,716 at Band 13 of our Salary 	<ul style="list-style-type: none"> • Currency: Special Drawing

	scale. Equivalent to FJD 156,053 (1 January 2025 foreign exchange rate).	Rights (SDR). <ul style="list-style-type: none"> Salary may fluctuate based on currency conversion.
Benefits		
Superannuation	<ul style="list-style-type: none"> 10% paid by employer 	
Housing Allowance	<ul style="list-style-type: none"> 75% of housing costs capped at FJD4,000 per month. 	<ul style="list-style-type: none"> Reviewed every 3-years.
Education Allowance	<ul style="list-style-type: none"> 75% of education costs per child per annum (max. 3 children). Benchmarked to International School Suva - final year of high school fees. 	<ul style="list-style-type: none"> Dependents aged 4-22 years old only. Reviewed annually.
Recruitment Entitlement		
Airfares	<ul style="list-style-type: none"> Flights for you and dependents from your home country to Fiji. 	<ul style="list-style-type: none"> Shortest and most economical route.
Movement	<ul style="list-style-type: none"> Packing, insurance, shipping and delivery of furniture, household and personal effects. Includes vehicles but excludes marine craft. 	<ul style="list-style-type: none"> Three quotes are required to be sourced. Additional customs duties will be at own expense.
Accommodation	<ul style="list-style-type: none"> Hotel accommodation for 6 working days for you and your dependents. 	<ul style="list-style-type: none"> On arrival and departure (nil meals & incidentals). Extension of accommodation needs further approval depending on circumstances.
Insurance		
Health	<ul style="list-style-type: none"> Comprehensive medical insurance for you and your dependents under PIFS cover. 	<ul style="list-style-type: none"> Organised by the Forum. Subject to the conditions of the medical provider.
Life & Personal Accident	<ul style="list-style-type: none"> Term life insurance equivalent to three times the base salary is provided for staff. 	<ul style="list-style-type: none"> Organised by the Forum. Subject to the conditions of the medical provider.
Travel	<ul style="list-style-type: none"> You will be covered by the Forum's travel insurance while on official travel outside Fiji. 	<ul style="list-style-type: none"> Organised by the Forum. Subject to the conditions of the medical provider.
Family Provision		
School Holiday Travel	<ul style="list-style-type: none"> One economy class return airfare per annum for a dependent child to visit their parent at the base station or return air fare for a staff member or spouse to visit their dependent child studying overseas. 	<ul style="list-style-type: none"> To enable parent-child reunion.
Home Leave Travel	<ul style="list-style-type: none"> Airfares for return travel after 18 months service, for expatriate staff members 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. 	<ul style="list-style-type: none"> To enable staff to maintain contact with their home environment. Allowance is for Airfares only. Staff are required to use annual leave entitlement.
Leave		
Annual Leave	<ul style="list-style-type: none"> 25 working days per annum (prorated). 	<ul style="list-style-type: none"> Accrual allowed up to a maximum of 35 days. To provide for leave for illness or accident.
Sick Leave	<ul style="list-style-type: none"> 21 days per calendar year (prorated). 	<ul style="list-style-type: none"> Balances reset each year. To provide for leave for illness or accident.
Relocation Provision		
Establishment Grant	<ul style="list-style-type: none"> SDR 2,500 on arrival. 	<ul style="list-style-type: none"> Settling in expenses.

Repatriation Grant	<ul style="list-style-type: none"> • SDR 2,500 on repatriation. 	<ul style="list-style-type: none"> • Settle back in their home location.
Tax Status		
Tax Exemption	<ul style="list-style-type: none"> • Staff who are not nationals of the host country Fiji are exempt from income tax in Fiji. • You will be responsible for confirming your tax status with your government and meeting any related obligations. 	<ul style="list-style-type: none"> • Remuneration is tax-free in Forum member countries. • It is the responsibility of the incumbent to check their tax status.

Other Benefits

- Other benefits include family leave (6 days), maternity leave (98 days/ child – three children only) and special leave at the Secretary General’s discretion.

Administrative Information

The closing date for applications is **7 February 2025**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), and telephone numbers of three employment referees.

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.

General Information on the Pacific Islands Forum is available on the website.