



PACIFIC ISLANDS FORUM

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PACIFIC ISLANDS FORUM

Applicant Information Package

PROGRAMME OFFICER TRADE (AID-FOR-TRADE)

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About the Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum (PIF) is the region's premier political and economic policy organisation. The 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 work of the Pacific Islands Forum Secretariat (PIFS) is guided by the ***Pacific Island Forum Establish Agreement 2005*** with the purpose 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 Leaders also endorsed the 2050 Strategy for the Blue Pacific Continent (2050 Strategy) 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.

For more information about PIFS visit www.forumsec.org.

About the Programmes and Initiatives 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 Programmes and Initiatives team is focused on driving a coordinated and aligned regional programming & initiatives, including oversight of various development partner funded Projects and Programmes, that contribute directly to the achievement of the prioritised Key Result Areas (KRAs) from the Forum Leaders' decisions as well as those from other Forum Ministerial Meetings.

About the Position

The Trade Policy Officer (Aid for Trade) provides technical support for the economic development of the Blue Pacific by mobilizing Aid for Trade (AfT) resources, managing donor-funded projects, and supporting economic reforms, trade integration, labour mobility, private sector growth, climate change initiatives, and women's economic empowerment.

Key responsibilities include:

1. **Advisory and Reporting:** Provide high-quality advice, briefings, media statements, and reports to internal and external stakeholders on trade-related issues. This includes economic analysis, trade agreements, and managing AfT resources.
2. **Coordination of Events:** Organise meetings, workshops, and seminars, including logistical arrangements, and monitor action items and outcomes.
3. **Procurement and Contract Management:** Draft terms of reference, manage contracts, and oversee the procurement of services from consultants and partners.

4. **Monitoring and Mandates:** Track mandates from Forum and PACP Trade Ministers, ensuring outcomes promote regional trade and economic integration.
5. **Donor Reporting:** Draft reports and budgets, ensuring timely submissions in accordance with donor requirements.
6. **Support for Key Programmes:** Assist with the implementation of EDF11 Projects, the Pacific Aid for Trade Strategy, and trade mainstreaming initiatives, while strengthening partnerships with development agencies.

The Officer works closely with Member Country Officials, Development Partners, and Technical Counterparts, contributing to the Secretariat’s Trade, Policy, and Economic Integration agenda.

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 C.

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 analysing 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 Programme & Initiatives, through the Programme Adviser – Trade, and will work closely with the Programme & Initiatives Team to advance the responsibilities of the Division. However, within this divisional context, the work of the

Secretariat at the operational level is driven by an annual Key Result Framework (linked to the Budget), which sets out the organization's core deliverables.

At any given time, the Officer will be required to coordinate on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organization. Similarly, Officer level staff will be required to collaborate with a team of both policy and technical staff that may not necessarily sit within the Programme & 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:

- Drafting high-quality advice and undertaking in-depth research in specialised areas
- Coordinating and liaising with FICs/PACPS and counterparts to organise meetings and deliver outcomes
- Managing tenders and consultancies and ensuring high-quality outcomes
- Drafting briefings and other bureaucratic writing

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 job holder 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:

- A University degree (Bachelor's degree or equivalent) in field of Business Administration, Marketing, or similar) with at least 3-5 years relevant work experience dealing with trade and economic research and policy in Pacific Island Countries or in a similar environment.
- Good experience working in a regional or international environment.
- Proven knowledge and understanding of regional social and economic conditions.
- Proven experience in organising meetings, workshops.
- Ability to work with a small team of professional staff, set priorities successfully, to work with minimal supervision and ability to meet tight deadlines.
- High-quality bureaucratic writing skills.

Other Desirable Knowledge/Experience:

- Strong analytical skills
- Understanding of trade and investment challenges faced by the private sector in the region.
- Understanding of broader development and sectoral issues (social, environmental, etc.).
- A track record in strategic planning, project management, trade promotion, and facilitation.
- Computer literate with knowledge in Microsoft spreadsheet applications.
- Experience managing contracts, budgets, and reporting.
- Experience delivering advice and service to third parties.

Functional relationships & Relationship skills

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

External:

- FICs / PACPs
 - Development Partners and CROP Agencies
 - Other Stakeholders & private sectors
- Draft Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes
 - Conversations during stakeholder meetings to build understanding and address issues
 - One-on-one meetings on topical issues

Internal:

- Secretary General and other members of Senior Management team
 - Other Advisers
- Provision of written and verbal briefings on subject areas as/when required
 - Draft official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests
 - Discussions on strategic programme directions

- Trade Office Staff
- 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 no direct report to manage.

Level of delegation

The position cannot authorize any cost nor sign any standard letters on the Secretariat letterhead.

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 Council of Regional Organisations of the Pacific (CROP) that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits, and entitlements that accrue to the position of Programme Officer Trade – Aid for Trade.

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 31,958 at Band 10 of our Salary scale (FJD96,608 – FX. 1 September 2024). 	<ul style="list-style-type: none"> Currency: Special Drawing Rights (SDR) 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

		<ul style="list-style-type: none"> • 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 **29 November 2024**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), and telephone / mobile 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.