



PACIFIC ISLANDS FORUM

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# **PACIFIC ISLANDS FORUM**

## **Applicant Information Package**

### **TEAM LEADER 2050**

**August 2024**

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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](http://www.forumsec.org).

## About the Policy Team

The policy work of the Secretariat is divided into three 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 and the Council of Regional Organisations in the Pacific (CROP), in the areas of Peace and Security, Social Policy, and 2050 Strategy implementation.

## About the Position

The Team Leader 2050 is responsible for leading and coordinating the implementation of the 2050 Strategy. The 2050 Team ensures that Pacific Islands Forum Leaders and other relevant bodies are regularly updated on progress and can provide guidance on emerging issues. They work closely with our internal Strategic Planning and Coordination Unit (SPCU) to align the 2050 Implementation with the PIF Strategic Plan 2024-2030. Additionally, the team manages the coordination and communication of the Strategy's implementation to enhance its collective impact, supporting our partners and stakeholders in progressing towards the 2050 Strategy vision.

The position of the Team Leader 2050 will be responsible for the following, but not limited to:

### 1. Lead and coordinate 2050 strategy implementation:

- Establish strong and trusted relationships across all 2050 implementing partners, including CROP agencies, CSO's, regional organisations, development partner and the private sector.

- Strengthen regional coordination systems and structures to enhance collaboration and collective impact. Including, develop, maintain and communicate an annual schedule of regional meetings.
- Facilitate coherent planning across sectors and organizations, including within PIF, to enable efficient and effective delivery of the 2050 Implementation Plan (2050 IP).
- Analyse the implementation progress, capacity and funding gaps; and support resource mobilization to enable the achievement of the systems outcomes of the 2050 Strategy across member countries.
- Lead the delivery of the 2050 FOC Sub-committee. This includes the including develop and distribute high quality meeting papers and reports in a timely manner. Communicate effectively with members through presentations and updates.

## **2. Lead the monitoring, evaluation and learning for the 2050 Strategy:**

- Collaborative development and delivery of 2050 annual reports to Leaders. Support the development of 2050 progress reports to sectoral Ministerial Meetings when required.
- Strengthen 2050 MEL systems, including MEL planning across sectors and organisations to enable efficient and effective monitoring and reporting.
- Strengthen collaboration and coordination for 2050 Strategy MEL with internal MEL mechanisms / frameworks, CROP agencies, CSO's and development partners.
- Contribute to building a regional culture of learning and sharing across members and partners implementing the 2050 Strategy.

## **3. Oversee 2050 Communications strategy and planning**

- With communications specialist support, deliver communications strategies and activities, and produce communications collateral aligned to objectives and budget.
- Ensure effective Communications support is provided to 2050 Strategy meetings and events including the development and implementation of targeted Communications plans and activities.
- Ensure the 2050 Strategy is communicating effectively to online audiences through website and social media.
- Provide high-quality media releases, speeches and correspondence, as and when requested by the Senior Management Team (SMT).

## **4. Ensure 2050 Strategy Strategic Pathways are progressed**

- Support the integration of cross-cutting regional collective actions into 2050 implementation.
- Ensure 2050 cross-cutting collective actions are planned for, monitored, evaluated and reported to leaders.
- Analyse the implementation of the cross-cutting regional collective actions for success examples, gaps, resource allocation and capability requirements.

## **5. Leadership and Team Management**

- Develop a high-performance culture and commitment to continuous improvement, including facilitating professional development opportunities for team members.
- Ensure a high-quality annual work plan is developed and progress by the team, with clear milestones and deliverables. Including, assessing team capability and capacity relative to plans and provide advice to staff on how to address any gaps. Manage task allocation across the team to ensure that work-life balance and operational requirements are achieved.
- Plan and manage complex projects, including mitigating risk and tracking issues through to completion.

- Responsible for staff recruitment, performance management, training and development, and welfare. Coach and mentor staff to grow their skills and knowledge base.
- Provide high quality financial planning, management and reporting. Exercise sound judgment when recommending solutions, weighing up technical merit with practical and cost considerations.
- Proactive risk management. Recognize when to seek external assistance in dealing with matters and escalate to Director Policy.

## General Capabilities

The PIF Capability Framework (CF) 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 depending on the position's Band Level.

### CORE CAPABILITIES:

<b>Planning &amp; Prioritising</b>	“Identifies, sets and shares team priorities and plans for the coming 12 months. Assesses team capability and capacity relative to plans and advises on how to address any gaps.”
<b>Communicating with Purpose and Effect</b>	“Clear communication while knowing your target audience and the outcomes you are seeking”
<b>Leading and Collaborating</b>	“Actively leads self, others and organization to establish a positive and productive organization culture.”
<b>Applying Critical Thinking</b>	“Gathering, organizing and analyzing information for effective decision making.”
<b>Developing and Strengthening Relationships</b>	“Working cooperatively and establishing, developing and maintaining business relationships.”
<b>Delivering Value</b>	“Deliver Outcomes that meet agreed quality and timeliness measures.”

### SUPPLEMENTARY CAPABILITIES:

The 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 Policy Team to advance the responsibilities of the unit. 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.

Thus, at any given year, Adviser level staff will be required to lead on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organisation.

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:

- Communicating effectively with Members and stakeholders to identify problems in regional processes, propose solutions, and overcome resistance to change.
- Writing for and presenting to external audiences as a subject-matter expert and representative of the Forum Secretariat.
- Preparing high-level briefings for senior Forum Secretariat staff.
- Organising well-structured meetings, including overseeing all logistics, within a short timeframe.
- Coordinating with a wide range of stakeholders with competing interests to ensure they all feel that their views have been considered.

## **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 may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies:

- A Masters degree in international development, international relations, public policy or related fields.
- At least five years relevant work experience in international development and on regional issues, preferably in the Pacific region, with a demonstrated ability to undertake strategic planning at a high level.
- Understanding and experience in a range of MEL methodologies / approaches and experience delivering or managing MEL activities.
- Understanding and experience of integrating cross-cutting issues, including GESI, into policies and programmes.
- Experience in managing a small team to deliver policies or projects in the Pacific.
- Excellent written and oral communication skills in English, with strong writing ability for Senior Official and Ministerial audiences.
- Demonstrated capacity to build productive relationship with representative of countries, implementing agencies, non-state actors, development partners, and other key stakeholders.
- Demonstrated capacity for strategic thinking and problem solving.
- Experience in working in a cross-cultural environment at regional or international organisations.

## **Functional relationships & Relationship skills**

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

## External:

- Forum official,
- Development partners, regional & multilateral organisations, etc
- Forum Members, Officials, CROP and Overseas missions of Forum members

- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes.
- Advice and briefs, monitoring and analysis, representing PIFS.
- Conversations during regional meetings to build understanding and address issues.
- Advocating of regional and international priorities of importance to the region.
- One-on-one meetings on topical issues.

## Internal:

- Secretary General and other members of Senior Management team
- Other KRA Advisers
- Other reporting officers & Admin staff
- Staff in other reporting lines

- Provision of policy advise and briefings on strategic and directions.
- Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests.
- 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 may have the following staff responsibilities:

- Up to five direct reports managing a KRA Objective
- Up to three indirect / support staff

## 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 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 the Team Leader 2050.

International Staff Remuneration & Benefits		
Type	Amount	Notes
<b>Contract Terms</b>		
<b>Duration of contract</b>	<ul style="list-style-type: none"> <li>• Three years subject to a satisfactory medical examination and performance.</li> <li>• Six-month probation period.</li> <li>• Option to renew for an additional two terms, on completion of three years at the Forum based on performance, funding, and organisational requirements.</li> <li>• Maximum term limit of nine (9) years in the same band.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure recruitment and retention of the best person for the position.</li> </ul>
<b>Working hours</b>	<ul style="list-style-type: none"> <li>• Minimum of 37 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>• Hours worked may be flexible to accommodate the needs of the Forum.</li> </ul>
<b>Salary</b>		
<b>Salary Scales</b>	<ul style="list-style-type: none"> <li>• Starting salary from <b>SDR 44,447</b> at Band 12 of our Salary scale per annum (Equivalent to <b>FJD 132,638</b> based on 1 July 2024 foreign exchange rate).</li> </ul>	<ul style="list-style-type: none"> <li>• Currency: Special Drawing Rights (SDR).</li> <li>• Salary may fluctuate based on currency conversion.</li> </ul>
<b>Benefits</b>		
<b>Superannuation</b>	<ul style="list-style-type: none"> <li>• 10% paid by employer</li> </ul>	
<b>Housing Allowance</b>	<ul style="list-style-type: none"> <li>• 75% of housing costs capped at FJD4,000 per month.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed every 3-years.</li> </ul>
<b>Education Allowance</b>	<ul style="list-style-type: none"> <li>• 75% of education costs per child per annum (max. 3 children). Benchmarked to International School Suva - final year of high school fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Dependents aged 4-22 years old only.</li> <li>• Reviewed annually.</li> </ul>
<b>Recruitment Entitlement</b>		
<b>Airfares</b>	<ul style="list-style-type: none"> <li>• Flights for you and dependents from your home country to Fiji.</li> </ul>	<ul style="list-style-type: none"> <li>• Shortest and most economical route.</li> </ul>
<b>Movement</b>	<ul style="list-style-type: none"> <li>• Packing, insurance, shipping and delivery of furniture, household and personal effects. Includes vehicles but excludes marine craft.</li> </ul>	<ul style="list-style-type: none"> <li>• Three quotes are required to be sourced.</li> <li>• Additional customs duties will be at own expense.</li> </ul>
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• Hotel accommodation for 6 working days for you and your dependents.</li> </ul>	<ul style="list-style-type: none"> <li>• On arrival and departure (nil meals &amp; incidentals).</li> <li>• Extension of accommodation needs further approval depending on circumstances.</li> </ul>
<b>Insurance</b>		
<b>Health</b>	<ul style="list-style-type: none"> <li>• Comprehensive medical insurance for you and your dependents under PIFS cover.</li> </ul>	<ul style="list-style-type: none"> <li>• Organised by the Forum</li> </ul>



		<ul style="list-style-type: none"> <li>• Subject to the conditions of the medical provider.</li> </ul>
<b>Life &amp; Personal Accident</b>	<ul style="list-style-type: none"> <li>• Term life insurance equivalent to three times the base salary is provided for staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Organised by the Forum.</li> <li>• Subject to the conditions of the medical provider.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• You will be covered by the Forum's travel insurance while on official travel outside Fiji.</li> </ul>	<ul style="list-style-type: none"> <li>• Organised by the Forum.</li> <li>• Subject to the conditions of the medical provider.</li> </ul>
<b>Family Provision</b>		
<b>School Holiday Travel</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• To enable parent-child reunion.</li> </ul>
<b>Home Leave Travel</b>	<ul style="list-style-type: none"> <li>• Airfares for return travel after 18 months service, for expatriate staff members.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• To enable staff to maintain contact with their home environment.</li> <li>• Allowance is for <b>Airfares only</b>.</li> <li>• Staff are required to use annual leave entitlement.</li> </ul>
<b>Leave</b>		
<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>• 25 working days per annum (prorated).</li> </ul>	<ul style="list-style-type: none"> <li>• Accrual up to allowed up to a maximum of 35 days.</li> <li>• To provide for leave for illness or accident.</li> </ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>• 21 days per calendar year (prorated).</li> </ul>	<ul style="list-style-type: none"> <li>• Balances reset each year.</li> <li>• To provide for leave for illness or accident.</li> </ul>
<b>Relocation Provision</b>		
<b>Establishment Grant</b>	<ul style="list-style-type: none"> <li>• SDR 2,500 on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• Settling in expenses.</li> </ul>
<b>Repatriation Grant</b>	<ul style="list-style-type: none"> <li>• SDR 2,500 on repatriation.</li> </ul>	<ul style="list-style-type: none"> <li>• Settle back in their home location.</li> </ul>
<b>Tax Status</b>		
<b>Tax Exemption</b>	<ul style="list-style-type: none"> <li>• Staff who are not nationals of the host country Fiji are exempt from income tax in Fiji.</li> <li>• You will be responsible for confirming your tax status with your government and meeting any related obligations.</li> </ul>	<ul style="list-style-type: none"> <li>• Remuneration is tax-free in Forum member countries.</li> <li>• It is the responsibility of the incumbent to check their tax status.</li> </ul>

### 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 **Friday 27 September, 5pm (Fiji Time)**. 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](http://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 also available on the website.