PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

General Manager – Pacific Trade Invest

June 2023
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About The Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region’s political and economic policy organisation.

The work of the Pacific Islands Forum Secretariat (PIFS) is guided by the 2050 Strategy as:

“Our opportunity to engage with and shape the most significant dynamics and influences on our region, in order to secure our long-term wellbeing and prosperity. Through the Strategy, we will ensure we are resilient and ‘future-ready’ by being able to anticipate, prepare for and respond to hazardous climate events, geopolitical and security trends, and other unanticipated shocks.”

The 2050 Strategy is 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 ambition is for the Blue Pacific to 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 across the vast oceanic continent, with its natural resources and environment, biodiverse ecosystems, cultures and, livelihoods and prospects.

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

About the Pacific Trade Invest (PTI) Network

An agency of the Pacific Islands Forum Secretariat (PIFS), the Pacific Trade Invest (PTI) Network is the Pacific’s lead trade and investment promotion agency.

With a network of offices located in Australia, Geneva, China and New Zealand, the PTI Network develops and promotes trade and investment across international markets.

The Network’s mandate is driven by PIFS, supporting 18 Forum Island Countries of the Blue Continent.

About the Position

The role of the General Manager (GM) of the Pacific Trade Invest (PTI) Network is to oversee the operations of the PTI offices to achieve the sustainability and growth of the global network, with offices currently based in:

- PTI Australia – Sydney
- PTI New Zealand – Auckland
- PTI China – Beijing
- PTI Europe – Geneva

In doing so, the GM will contribute to the achievement of its strategic direction as set by PIFS in consultation with the PTI Independent Advisory Board.

The GM will coordinate the shared operations of the PTI offices and provide leadership in strategy development, performance improvement, and monitoring and evaluation across the PTI network to achieve an effective PTI entity.

The position will oversee budget, and other accountability and administrative systems, as well as coordination and liaison with key stakeholders including Ministers and Officials.
The General Manager will be responsible for the daily administration of the PTI Project Management Unit (PMU) that is based in the Secretariat in Suva, Fiji as well as having a supervisory role for all the Trade Commissioners in the PTI Network.

The General Manager will be expected to travel extensively across the network, and for this reason, the position has the flexibility to be based in one of the PTI Network Offices or at the Pacific Islands Forum Secretariat in Suva, Fiji. The position will report directly to the Director for Programmes & Initiatives. The employment conditions will be based on the position being in Suva, Fiji but maybe varied based on the final agreed location.

**Organisation Context**

![Organisation Chart]

**Key Result Areas**

The position encompasses the following major functions:

- Leadership of PTI
- Lead continuous improvement and strategy-development to deliver an efficient and growth-oriented PTI
- In consultation with Trade Commissioners, provide timely and high-quality briefings, correspondence, reports and analysis for the Director for Programmes & Initiatives, the PIFS Executive and other stakeholders.
- Day-to-day administration of the PTI Project Management Unit towards a well-coordinated and effective PTI Network.
- Support the PTI Network globally

**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 for this position will be at Level D of the 2017 Capability Framework.

**CORE CAPABILITIES:**

<table>
<thead>
<tr>
<th>Planning &amp; Prioritising</th>
<th>“Developing and committing to personal, team, KRA and organization wide plans”</th>
</tr>
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<tbody>
<tr>
<td>Communicating with Purpose and Effect</td>
<td>“Clear communication while knowing your target audience and the outcomes you are seeking”</td>
</tr>
<tr>
<td>Leading and Collaborating</td>
<td>“Actively leads self, others and organization to establish a positive and productive organization culture”</td>
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</tbody>
</table>
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 Secretariat’s Director for Programmes & Initiatives.

The position will work closely with policy teams of the Secretariat to advance the work of the Programmes & Initiatives division. This will include officers and staff from the Economic Policy, the Trade, the Governance & Engagement, and the Social Policy teams.

Specific accountabilities for the position encompasses the following key result areas:

1. **Leadership of PTI**
   1) Implement the PTI Strategic Plan that delivers sustainability and growth of the PTI global network that is aligned to Members’ expectations in the 2050 Strategy for the Blue Pacific Continent.
   2) Ensure a high standard of performance and high-quality deliverables by providing effective leadership in managing the performance of each of the Trade Commissioners as well as staff of the PTI Project Management Unit.
   3) Coordinate the annual planning of PTI resources to service Member countries, by ensuring the timely development of budgeted workplans for each of the Trade Commission offices in the PTI Network.
   4) Ensuring high quality and accurate accounting, monitoring and reporting of the utilization of donor funds, against approved budgets and set targets by reviewing financial reports, narrative reports, and audits into financial statements and securing the appropriate approvals and endorsements.
   5) Fostering a risks-management culture by maintaining the quarterly updates of the PTI Risks Register and its narrative reporting in collaboration with the Trade Commissioners for due consideration and/or noting by the Forum Officials Committee through its Audit & Risk Subcommittee, and by the Independent Advisory Board in its role of providing strategic advice to the Secretary General in the governance of the Network.
   6) Ensuring that office policies, systems and procedures that are related finance, procurement, HR, travel and other related matters are in place across the network, and are adhered to, to achieve a compliant, sustainable, and performance-driven global entity.
   7) Oversee the streamlining of PTI’s shared IT platforms of the CRM system, the PTI website and other relevant systems to achieve a package of systems that is replicable in new markets.
   8) Lead the development of the PTI annual report to Ministers and PTI donors that encompasses performance monitoring requirements and communicates organizational effectiveness.
   9) In consultation with the Director of Programmes & Initiatives, develop the PTI Funding Strategy that aligns with the PTI Strategic Plan 2023-2026 and the PIFS Sustainable Funding Strategy; and complements PIFS centralized funding mechanisms and processes, to achieve resource mobilization targets for the ongoing sustainability of the PTI network.
This will involve facilitating effective resource mobilization actions to secure Grant Funding Agreements with PTI donors in a timely manner.

10) Coordinating all the meetings of the PTI advisory board including developing the meeting agenda, drafting the minutes and leading the actions arising. This role will include facilitating attendance by experts and speakers to relevant agenda items.

11) Coordinating meetings between the Forum Secretariat and the PTI global network including development of agendas and minutes, and leading on follow-up items to be actioned.

12) Develop a communications, visibility and engagement plan for the PTI Network.

13) Lead and coordinate PTI delegations at the appropriate Forum platforms including Forum Ministerial meetings and other meetings in the Secretariat’s work programs.

14) Represent PTI in appropriate meetings and fora.

2. **Lead continuous improvement and strategy-development to deliver an efficient and growth-oriented PTI**

1) Lead the development of multi-year strategic plans, annual workplans and budgeted implementation plans for PTI.

2) Coordinate the delivery of regular reporting to PTI and Forum development partners including audited financial statements, annual performance reports, and issues-based reports as required.

3) Maintaining best-practice standards through the PTI policies, regulations and procedures including conducting regular gaps-analysis of its management and governance framework, and implementing approved changes where required.

4) Map current office-specific policies and procedures to achieve a centralized, best-practice, network-wide Policy Framework.

5) Lead the PTI Project Management Unit in its activities to support harmonization efforts across the global network, and in supporting the PTI Independent Advisory Board. The PMU includes the PTI Finance & Admin Officer and the PTI Evaluation, Communications and Learning Officer and other additional resources as required.

6) Develop best-practice governance policies and procedures for the Independent Advisory Board.

7) Manage changes, terms and appointments for membership as related to the Board’s TOR and any subcommittees or working groups of itself.

8) Develop the PTI M&E Framework cognizant of PTI’s digital platforms and office-specific actions to monitor for effectiveness of PTI interventions.

9) Oversee and coordinate Network-wide procurement activities where appropriate.

3. **In consultation with Trade Commissioners, provide timely and high-quality briefings, correspondence, reports and analysis for the Director for Programmes & Initiatives, the PIFS Executive and other stakeholders.**

1) Provide strategic advice to PIFS Senior Management and to the Office of the Secretary General regarding PTI activities and strategic direction.

2) Provide high-quality, targeted and responsive briefings for Executive to support decision-making.

3) Develop reports and make presentations on the reports to the Audit & Risk Subcommittee either in-person or remotely via online meeting platforms.

4) Provide high-quality, targeted briefings for senior staff attending regional and international meetings, workshops and other fora integral to the work of the Secretariat particularly on export trade and investment.

5) Oversee the publication of high-quality media releases and speeches and correspondence on the PTI.

6) Oversee the dissemination of high quality, well-targeted circulars for the Forum Member countries on the PTI.

7) Contribute reports and accounts for development partners/donors to PTI on specific work programs as required.
4. **Day-to-day administration of the PTI Project Management Unit towards a well-coordinated and effective PTI Network.**

1) Manage PMU staff including the PTI Finance & Administration Officer, and the PTI Monitoring, Evaluation and Learning Officer and other PMU resources.
2) Lead the PMU in harmonization efforts across the global network to achieve a well-coordinated and effective global entity.
3) Oversee the development and the review of finance reports, annual audit reports, narrative reports, situational analysis papers and other reporting outputs across the global network to meet donor reporting requirements that is compliant with Secretariat processes.
4) Implement the PTI Funding Strategy that aligns with the *PTI Strategic Plan 2023-2026* and the *PIFS Sustainable Funding Strategy*; and complements PIFS centralized funding mechanisms and processes, to achieve resource mobilization targets for the ongoing sustainability of the PTI network.
5) Secure appropriate resourcing to implement the communications, visibility and engagement plan for the PTI Network.
6) Manage the PMU’s logistical support to the PTI Independent Advisory Board to achieve board meetings with well-informed discussions.

5. **Support the PTI global network**

1) Be the PIFS focal point for the PTI network.
2) Be the focal point for donors in monitoring their investments and technical resources to the PTI network.
3) Provide support to the PTI global network and to the PIFS policy teams regarding trade and investment policy communications and advocacy, including in facilitating regular and/or opportunistic engagements across PTI and PIFS teams and projects.

At any given time, the General Manager will be required to lead on one or more of these key result areas – some of which may sit within the responsibilities of other teams within the organisation. 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:

1) Building management oversight frameworks for non-government entities that are externally funded.
2) High-level coordination and implementation of strategy and performance-management.
3) Responding quickly and accurately to the needs of the Executive and Trade Commissioners.
4) Ensuring excellent working relationships with key stakeholders including the Pacific Islands private sector and public sector relevant to export-trade and investments, development partners and donors to PTI, and CROP agencies.
5) High-quality technical analysis underpinning the writing of high-quality documents for external and Forum-internal audiences.
6) Communicating and engaging with influence for resource-mobilisation.

**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:
1) Applicant should have postgraduate qualifications in business or public management or a discipline related to corporate governance and management or economics. A postgraduate qualification in company law with sound demonstrable organisational financial-management experience would be a key advantage.

2) At least 10 years of senior level experience in building non-government entities that are externally funded and mandated to contribute to organisational or commercial targets. Private sector experience would be looked on favourably.

3) Demonstrated corporate experience at a senior CEO / MD level

4) Demonstrated experience in restructuring organisations.

5) Demonstrable experience in evidence-based strategic planning with high-level analytical skills.

6) Demonstrable experience working in the Pacific region and/or in an international environment, having exposure to regional meetings, and negotiations.

7) Proven ability for programme / project management including preparing budgets, personnel-management, reporting and evaluation with primary carriage for the processes involved.

8) Team player with demonstrated ability to meet deadlines.

9) Experience in regional trade and investment ecosystems.

10) Experience working with development partners, regional or international organisations.

11) Experience of bilateral and multilateral engagement with a variety of multi-level stakeholders.

12) Aptitude for the provision of high-quality service.

13) Ability to work effectively within diverse cultural and multidisciplinary backgrounds.

Other Desirable Knowledge/Experience:

14) Knowledge of regional trade agreements.

15) Experience of professional engagement with country representatives of Pacific, or other developing countries at national / regional events.

Functional relationships & Relationship skills

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

External:

- Forum Officials, Forum Economic and Forum Trade Ministers
- The PIFS Audit & Risk Subcommittee
- PTI Independent Advisory Board
- PIFS stakeholders including Development Partners, regional & multilateral organisations
- Stakeholders from Civil society, NGOs, donors and the private sector

- Giving and receiving information related to Official Circulars, letters, papers, emails, or other advisory material on PTI to build Member understanding of PTI and engagement.

- Liaising, gaining cooperation, receiving, and giving information, negotiating with PTI donors towards the sustainability of the global network.

- Liaising with PTI advisory board and advising on matters for its discussions.

- Leading and influencing conversations and one-on-one meetings on topical issues related to Pacific export trade and development.
The role has the following staff responsibilities:

- Six direct reports

**Level of Delegation**

The position cannot authorize any cost or sign standard letters on Secretariat letterhead or approve any contractual matters outside of what is delegated to the position in the PIFS Financial Delegation Policy.

**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.
- 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 Secretariat is part of the participating agencies 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 & entitlements that accrue to the position of General Manager – PTI Network.

### International Staff Remuneration & Benefits

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Terms</strong></td>
<td></td>
<td></td>
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<tr>
<td>Duration of contract</td>
<td>• Three years subject to a satisfactory medical examination and performance&lt;br&gt;• Six-month probation period&lt;br&gt;• Option to renew for an additional two terms, on completion of three years at the Secretariat based on performance, funding, and organisational requirements.&lt;br&gt;• Maximum term limit of nine (9) years in the same band.</td>
<td>• To ensure recruitment and retention of the best person for the position</td>
</tr>
<tr>
<td>Working hours</td>
<td>• Minimum of 37 hours per week</td>
<td>• Hours worked may be flexible to accommodate the needs of the Secretariat</td>
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<tr>
<td><strong>Salary</strong></td>
<td></td>
<td></td>
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<tr>
<td>Salary Scales</td>
<td>• Starting from SDR 50,199 to 56,473 at Band 13 of our Salary scale (Equivalent to FJD 150,884 to 169,741 based on 1 June 2023 foreign exchange rate).</td>
<td>• Currency: Special Drawing Rights (SDR)&lt;br&gt;• Salary may fluctuate based on currency conversion.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td></td>
<td></td>
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<tr>
<td>Superannuation</td>
<td>• 10% paid by employer</td>
<td></td>
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<tr>
<td>Housing Allowance</td>
<td>• 75% of housing costs capped at FJD4,000 per month</td>
<td>• Reviewed every 3-years</td>
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<tr>
<td>Education Allowance</td>
<td>• 75% of education costs per child per annum (max. 3 children). Benchmarked to International School Suva - final year of high school fees.</td>
<td>• Dependents aged 4-22 years only&lt;br&gt;• Reviewed annually</td>
</tr>
<tr>
<td><strong>Recruitment Entitlement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfares</td>
<td>• Flights for you and dependents from your home country to Fiji</td>
<td>• Shortest and most economical route</td>
</tr>
<tr>
<td>Movement</td>
<td>• Packing, insurance, shipping and delivery of furniture, household and personal effects. Includes vehicles but excludes marine craft.</td>
<td>• Three quotes are required to be sourced.&lt;br&gt;• Additional customs duties will be at own expense.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>• Hotel accommodation for 6 working days for you and your dependents.</td>
<td>• On arrival and departure (nil meals &amp; incidentals)&lt;br&gt;• Extension of accommodation needs further approval depending on circumstances.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>• Comprehensive medical insurance for you and your dependents under PIFS cover</td>
<td>• Organised by the Secretariat&lt;br&gt;• Subject to the conditions of the medical provider</td>
</tr>
<tr>
<td>Life &amp; Personal Accident</td>
<td>• Term life insurance equivalent to three times the base salary is provided for staff.</td>
<td>• Organised by the Secretariat&lt;br&gt;• Subject to the conditions of the medical provider</td>
</tr>
<tr>
<td>Travel</td>
<td>• You will be covered by the Secretariat’s travel insurance while on official travel outside Fiji</td>
<td>• Organised by the Secretariat</td>
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General Manager – PTI Network  
June 2023
Family Provision

School Holiday Travel
- 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.
- To enable parent-child reunion

Home Leave Travel
- 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.
- 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
- 25 working days per annum (prorated)
- Accrual up to allowed up to a maximum of 35 days
- To provide for leave for illness or accident

Sick Leave
- 21 days per calendar year (prorated)
- Balances reset each year
- To provide for leave for illness or accident

Relocation Provision

Establishment Grant
- SDR 2,500 on arrival.
- Settling in expenses.

Repatriation Grant
- SDR 2,500 on repatriation.
- Settle back in their home location

Tax Status

Tax Exemption
- 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.
- Remuneration is tax-free in Forum member countries.
- It is the responsibility of the 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 September 2023. 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.

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 Secretariat is available on the website.