PACIFIC ISLANDS FORUM

Applicant Information Package

TRAVEL & LOGISTICS ASSISTANT

March 2024
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About the Pacific Islands Forum

Founded in 1971, the Pacific Islands Forum 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 (PIF) 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 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 Procurement & Travel Team

As part of the Operations KRA, it provides key services and infrastructure so that the technically oriented divisions may concentrate on the policy work, for which the Secretariat was founded. The key support services provided to the organization from Operations team are in the areas of Human Resources, Finance, Asset Management, Travel and Procurement and, Property Services and Information Services which comprises Information Technology and Records.

The Procurement and Travel team works under Operations providing responsive and efficient corporate support to all areas of the organisation. The Procurement & Travel team works on operational and strategic Procurement and Travel issues in the following areas: tenders, purchasing, travel, logistics and conference protocol.

About the Position

The Travel and Logistics Assistant role is to provide an efficient and effective travel and logistics support across the organisation, as 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.
CORE CAPABILITIES:

<table>
<thead>
<tr>
<th>Planning &amp; Prioritising</th>
<th>“Developing and committing to personal, team, KRA and organization wide plans”</th>
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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>
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<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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<tr>
<td>Applying Critical Thinking</td>
<td>“Gathering, organizing and analyzing information for effective decision making”</td>
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<tr>
<td>Developing and Strengthening Relationships</td>
<td>“Working cooperatively and establishing, developing and maintaining business relationships”</td>
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<tr>
<td>Delivering Value</td>
<td>“Deliver Outcomes that meet agreed quality and timeliness measures”</td>
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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

1. **Organisation of Travel for staff and non-staff travel on official PIF business plus staff entitlement travel.**
   - Review travel request and ensure completeness, submit to Finance for clearance, before obtaining Director Policy’s approval.
   - Compliance with travel policy ensure that efficient travel options are booked with the approved travel service providers, that minimise both travel time and the total trip cost to the Forum Secretariat.
   - Processing Forum Secretariat internal documentation (travel plan/purchase requisition/obtain credit card authorisation from card holders) for air tickets and Daily Subsistence Allowances (DSA) including accommodation requirements within the required service time frame of 1 – 3 days.
   - Planning and processing all Executive Travel requests within 36hrs or shorter if requested.
   - In the event rerouting is necessary while traveller is away, revision of travel arrangements revise travel plan and submit for approval and forwarded to traveller to attach with acquittals.

2. **Advice on Forum Conference Protocols**
   - At PIFS events assistance in setting up meeting room including seating arrangements, positioning of standing flags and table flags plus nameplates.
   - Assisting including support letter for staff on duty travel
   - Advice to participants attending Forum Secretariat meetings on visa requirements.
   - Advice and assistance to stakeholders on entry requirements and appropriate permits
   - Assist in maintaining the flags, and

3. **Other Duties in the Procurement & Travel Team**
   - Assist with Purchase Requisitions when required.
   - Assist with other duties as assigned by the Conference & Protocol Coordinator or Procurement & Travel Officer.

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:
• Managing staff expectations while on duty travel
• Managing expectations of ministerial and official delegates to PIFS organised events
• Maintaining vendor relationships
• High level support of meeting coordination and travel bookings
• Communication – issues with Pacific Island countries - telephone, emails outage, no connectivity, slow traffic of transmission of emails

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:

• Diploma in Secretarial Studies or Management or Business Management.
• Demonstrated experience with computer programs including the MS Office suite
• Excellent knowledge of general administration procedures
• Knowledge of the Secretariat and its function in the Pacific.

Other desirable experience and skills
• Demonstrated experience with a travel agency, making travel bookings, etc.
• Substantial years’ experience in a strong admin focused role
• Experience in a regional or international organisation.

Functional relationships & Relationship skills

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

External:

• Members
• Donors
• Other CROP agencies

• Giving and receiving information, attend to enquiries, liaising, facilitating, influencing, persuading, and negotiating.

Internal:

• Secretary General
• Deputy Secretary General
• Directors
• Executive Team
• Advisers

• Coordinating, courtesy, giving and receiving information, attending to enquiries, gaining cooperation, facilitating, mediating, negotiating.

Direct Reports

The role has no direct report.

Level of Delegation

The position holder has no financial delegations.

Additional Information

• PIFS advocates for equal opportunities
• 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.
# Local Staff Remuneration & Benefits

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<tr>
<th>Type</th>
<th>Amount</th>
<th>Notes</th>
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<tr>
<td><strong>Contract Terms</strong></td>
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| Duration of contract         | • Three years subject to a satisfactory medical examination and performance  
                              |   • Six-month probation period    | • To ensure recruitment and retention of the best person for the position |
|                               | • Renew for additional terms, on completion of three years at the Forum based on performance, funding, and organisational requirements. |                                                            |
| Working hours                 | • Minimum of 37 hours per week      | • Hours worked may be flexible to accommodate the needs of the Forum |
| **Salary**                   |                                     |                                                            |
| Salary Scales                 | • The salary will be in the range of F$26,979 to $30,352 per annum. | • This position is placed at Band 6 of the Forum salary band. |
| **Benefits**                 |                                     |                                                            |
| Superannuation                | • 10%                               | • This entitlement will be paid directly Fiji National Provident Fund |
| **Insurance**                |                                     |                                                            |
| Health                        | • Comprehensive medical insurance for you and your dependents under PIFS cover | • Organised by the Forum  
                              |   • Subject to the conditions of the medical provider |                                                            |
| Life & Personal Accident     | • Term life insurance equivalent to three times the base salary is provided for staff. | • Organised by the Forum  
                              |   • Subject to the conditions of the medical provider |                                                            |
| Travel                        | • You will be covered by the Forum's travel insurance while on official travel outside Fiji | • Organised by the Forum  
                              |   • Subject to the conditions of the medical provider |                                                            |
| **Leave**                    |                                     |                                                            |
| Annual Leave                  | • 18 working days per annum (prorated) Move to 21 days after six years of services. | • 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 |                                                            |
| **Tax Status**               |                                     |                                                            |
| Tax Exemption                 | • To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government. | • Remuneration is taxable for Fiji nationals |

**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 12 April 2024**. 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](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.