



PACIFIC ISLANDS
FORUM SECRETARIAT



PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

Ocean Policy Officer

July 2023

CONTENTS

About the Pacific Islands Forum Secretariat

About The Office of the Pacific Oceans Commissioner

About the Position

General Capabilities

- Core Capabilities
- Supplementary Capabilities

Position Accountabilities

Position complexities

Qualifications and experience required for the role

Functional Relationships & Relationship skills

- External
- Internal

Office Arrangements

- Direct Reports:
- Level of Delegation
- Additional Information
- Change of Position description

Summary of Conditions, Benefits & Entitlements

- Contract Term
- Salary
- Benefits
- Recruitment Entitlement
- Insurance
- Family Provision
- Leave
- Relocation Provision
- Tax Status
- Other Benefits

Administrative Information

- Application closing date & requirements.
- Mailing & online Addressee
- PIFS's Website

About The Pacific Islands Forum Secretariat

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 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 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 Office of the Pacific Oceans Commissioner

In 2010, the Pacific Island Forum (PIF) Leaders endorsed the 2010 Framework for a Pacific Oceanscape (FPO), which included the:

Establishment of a Regional Ocean Commissioner, with dedicated professional support, would provide the necessary high-level representation and commitment that is urgently required to ensure dedicated advocacy and attention to ocean priorities, decisions and processes at national, regional and international levels.

The Office of the Pacific Oceans Commissioner (OPOC) supports the Pacific Ocean Commissioner in the discharge of his/her responsibilities to Forum Leaders, and Pacific Island countries and territories. Since its establishment, the OPOC has fulfilled its core responsibilities of advocacy and coordination by bringing together various expertise and stakeholders consisting of (Members, CROP agencies, civil society and private sector) in line with the mandate of the FPO through the establishment of a Regional Ocean Alliance/Partnership known as the Pacific Ocean Alliance (POA). The purpose of the POA is to provide effective ocean policy coordination and implementation, and to facilitate regional cooperation and discuss new and emerging issues where the mandate does not sit with one regional organisation alone. To date, the OPOC provides support to Members on the BBNJ negotiations, as well as supporting Members in collaboration with the PIF Secretariat and other relevant CROP agencies in coordinating regional positions and providing policy support to Members in preparation for key regional and global ocean events, such as the UN Ocean Conference as required.

Since the endorsement by Leaders of the *2050 Strategy for the Blue Pacific Continent* on 14 July 2022, the work of the OPOC as similar to other regional organisations will be underpinned by the Strategy, 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*, with the ocean at its core is 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 OPOC visit www.opocbluepacific.org/.

About the Position

The role of the Ocean Policy Officer (OPO) is to work in close collaboration with the UN Ocean Issues Adviser, and the respective Ocean Management and Engagement Teams to support regional policy development, including the regional and national ocean policies and the discharge of the duties and responsibilities associated with the Key Responsibility Areas (KRAs) of the OPOC.

The incumbent will also be responsible for drafting policy papers through thorough research, analysis and translation of related legal sources, including legislation / literature. The Ocean Policy Officer must also be able to determine own priorities, in discussion with the Senior Ocean Analyst and Pacific Ocean Commissioner, for the assigned workload and / or workplans. In addition, the incumbent as part of the OPOC team and will report to the Senior Ocean Analyst.

General Capabilities

The OPOC currently follows the regulations, policies and procedures of the PIF Secretariat. Similarly, the OPOC follows the PIF Secretariat *Capability Framework* (CF) that provides a common platform - to clarify performance expectations and job behaviors required for roles, at all of the various levels. The position of OPO is aligned to capabilities listed under Level C of the Capability Framework. A high-level summary of Level C core capabilities is outlined below:

CORE CAPABILITIES:

| | |
|---|---|
| Influence | “Ability to identify strategic opportunities and leverage regional and global networks to progress and advocate regional priorities in an effective manner” |
| Planning & Prioritising | “Developing and committing to personal, team, and organisation 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:

Requisite Supplementary Capabilities that are also deemed relevant for the position include: building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

Position Accountabilities

The Legal/Oceans Policy Officer will report to the OAM to advance the responsibilities of the OPOC.

The position holder's accountabilities will be aligned, but not limited to, the key responsibilities outlined below:

1. Facilitate the proper and effective governance of POA, including the coordination of support to regional ocean policy development and review.
2. Assisting Member countries develop their national ocean policies and implementation plans and to ensure these are well linked and connected and aligned to the broader implementation work.
3. Foster regional and global policy localization efforts at the national level, including advising on efforts towards an integrated approach to implementation of various policies, frameworks such as the Framework for a Pacific Oceanscape, Sustainable Development Goal 14, Global Biodiversity Framework and 2050 Strategy for the Blue Pacific along with any other relevant international obligations.
4. Follow and influence ongoing regional and global processes that lead to the establishment of national, regional or global policies.
5. Contribute to global calls for input relating to the development of international law of the sea, including through inputs to the UN SG Report on the Ocean and the Law of the Sea, and also on any relevant Experts Group.
6. From time to time, support work towards the signing, ratification and awareness of existing and newly adopted global instruments such as BBNJ.

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:

- Assessing different legal options and avenues, and providing legal advice that is fully inclusive of, and addresses all issues, of the 18 Forum Members, taking into account political and strategic challenges facing the Blue Pacific Continent.
- Providing concise and targeted legal advice in a simple and coherent manner easily understood by the layperson.
- Delivering on a range of legal issues on oceans at any given time and working towards very tight timelines. This includes preparation of briefs, meeting papers, speeches, and different kinds of communication tailored to specific levels and events.

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 Law degree (preferably postgraduate level or LLM) from a recognised institution;
- Minimum of five (5) years of experience in the field of law;
- Demonstrated experience and knowledge in the legal systems of Forum Members, in particular of the 18 Forum Island Countries;
- Background and experience in international law.
- Demonstrated experience and knowledge and an awareness of regional and international legal issues relevant to the role of the Forum Secretariat;
- Excellent oral and written communication skills
- Excellent research and analysis skills
- Excellent meeting and logistics management skills
- Ability to master new material quickly
- An interest or background in Pacific oceans issues and policies
- Ability to work with a team of professional staff

Technical Skills & Relevant Experience required:

- Experience of working with oceans and / or development challenges in the Pacific region.
- Experience of attendance and involvement in high-level meetings of technical / political nature
- Experience in managing stakeholder relationships
- Experience in developing stakeholder engagement plans

Desirable Qualification, Knowledge and Experience

- Knowledge and understanding of legal issues connected to the work in priority areas of the OPOC;
- Experience in working in a cross-cultural environment;
- Experience in working in a regional organization related to law of the sea & oceans issues;

Functional relationships & Relationship Skills

The role will need to liaise with many stakeholders and key contacts. The typical nature of these relations and relationships are:

| External | Nature of the Relationship |
|--|--|
| <ul style="list-style-type: none"> • All Forum AG offices and legal experts, concerned Government Ministries and representatives; relevant regional and international organizations and sectoral bodies | <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • CROP Agencies, Donors | |

| | |
|--|--|
| <ul style="list-style-type: none"> • International bodies such as the UN Office of Legal Affairs and DOALOS | |
|--|--|

| Internal | Nature of the Relationship |
|---|---|
| <ul style="list-style-type: none"> • All Staff | <ul style="list-style-type: none"> • Leading, giving and receiving information • Provision of written and verbal briefings on subject areas • Official internal communication • Discussions on strategic programme directions • Provision of advice - explaining complex concepts • Liaising, facilitating, influencing and persuading, resolving conflict and negotiating. |

Office Arrangements

Direct Reports:

The role has no direct report.

Level of Delegation

The position cannot authorize any cost or sign standard letters on Secretariat letterhead or approve any contractual matters.

Additional Information

- OPOC advocates for equal opportunities
- Incumbent is physically fit and able to travel frequently
- Hold a current passport valid at least 6 months
- The position sits at Band 10 of the PIFS Salary band.
- Should be willing to move to Palau mid-way through their contract in line with the mandate of the Forum Leaders, Suva Agreement as decided in February 2023.

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 Ocean Engagement Officer.

| 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 | <ul style="list-style-type: none"> • To ensure recruitment and retention of the best person for the position |

| | | |
|-------------------------------------|---|---|
| | <p>performance, funding, and organisational requirements.</p> <ul style="list-style-type: none"> Maximum term limit of nine (9) years in the same band. | |
| 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 Secretariat |
| Salary | | |
| Salary Scales | <ul style="list-style-type: none"> Starting from SDR 27,907 to 31,486 of Band 9 & 10 of our Salary scale (Equivalent to FJD 83,554 to 94,269 on 1 July 2023 foreign exchange rate). | <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 Secretariat 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 Secretariat Subject to the conditions of the medical provider |
| Travel | <ul style="list-style-type: none"> You will be covered by the Secretariat's travel insurance while on official travel outside Fiji | <ul style="list-style-type: none"> Organised by the Secretariat 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 up to allowed up to a maximum of 35 days To provide for leave for illness or accident |

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|-----------------------------|--|--|
| 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. | 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 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.