



PACIFIC ISLANDS
FORUM SECRETARIAT



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Applicant Information Package

Ocean Engagement Officer

April 2025

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About The Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The purpose of the Pacific Islands Forum is 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 Islands 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 member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The purpose of the Secretariat is to facilitate, develop and maintain cooperation and consultation between member governments on economic development, trade, transport, tourism, energy, telecommunications, legal, political, security and such other matters as the Forum may direct.

The 2050 Strategy for the Blue Pacific and its Implementation Plan were endorsed by Pacific Islands Forum Leaders in 2022 and 2023 respectively. The 2050 Strategy is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in 2017, which calls for inspired leadership and a long-term Forum foreign policy commitment to act as one “Blue Continent” as the means to achieve its development aspirations. The Blue Pacific identity would serve to inspire the region and reinforce the potential of 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, Counsel of Regional Organisations in the Pacific (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 Engagement Officer (OEO) is to work in close collaboration with the Ocean Management and Engagement Teams to step up OPOC’s engagement with relevant ocean stakeholders. This position will lead the work on coordinating the Pacific Ocean Alliance to ensure its role is elevated in the regional ocean governance system.

The incumbent will work in the OPOC as a part of a team and will report to the Engagement Adviser.

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 the various levels. The position of OEO 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 Ocean Engagement Officer will report to the Senior Adviser - OPOC to advance the responsibilities of the OPOC and work closely with staff across the Secretariat.

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.**
 - Finalization of the POA Charter, in accordance with role as envisaged by the Forum Leaders Mandate.
 - Responsible for OPOC’s dealing with POA including the organization of meetings and maintenance of the POA database and national ocean policy focal point contacts.
 - Ensure effective utilization of POA to address issues of national, regional and global importance.
 - Engaging POA Stakeholders to ensure the advocacy of existing regional ocean priorities by Leaders and by the Pacific Ocean Commissioner.
 - Engaging POA Stakeholders to coordinate through various mechanisms such as the Forum Officials Sub Committee on International Engagement and Advocacy, CROP Ocean Taskforce on ocean advocacy messaging of the region at key global and regional ocean events.
2. **General Administrative Support:**
 - Assist in the development of strategic documents, reports, and presentations related to OPOC activities.
 - Help maintain a database of OPOC contacts, partnerships, and key issues for reference and future engagements.
 - Track and monitor the implementation of partnership agreements, ensuring progress is aligned with OPOC objectives.
3. **Corporate accountabilities**
 - Planning: Develop an annual individual work plan and assist in the creation of team and contribute to divisional work plans.
 - Reporting: Provide regular progress updates on assigned tasks; work-area reports; and monitoring, and evaluation requirements.
 - Management: Effectively manage your time to meet the team, division, and organizational strategic priorities in alignment with the Strategic Plan and Annual Corporate Plan.
 - Governance, Risk & Compliance: Ensure adherence to relevant frameworks, policies, procedures, risk management protocols, and compliance requirements in all work activities. Assist in the revision of policies and procedures as necessary.

- **Systems & Processes:** Learn and adhere to established systems and processes. Assist in the development, update and improvement of policies, processes and systems to support the organisation.
- **Operations:** Complete your own performance management form each year and participate in annual learning and development activities for your professional growth.
- **Corporate Culture:** Actively engage in the Staff Association and the Social Club to foster a positive and inclusive workplace culture.

Within PIFS divisional context, the work of the OPOC at the operational level is driven by an annual plan (linked to the Budget), which sets out the organization's core deliverables.

At any given time, Officer level staff 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 other officers and technical staff that may not necessarily sit within the OPOC 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:

- Coordinating and liaising with Forum member country officials and stakeholders to organise meetings that deliver high quality outcomes.
- Being aware of political dynamics and stakeholder positions.
- Researching complex issues and providing succinct advice.
- Drafting high quality briefings, reports and records of meetings.

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 University Degree in Politics/Public Policy, International Relations, Communications, or other related discipline.
- Relevant work experience (3-5 years) in policy formulation, development planning and review, budgeting / statistical analysis and research.
- Experience working in a policy and/or advocacy agency.
- 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

- A higher tertiary qualification in these areas would be desirable.
- Experience working in a regional or international environment.
- Knowledge of and engagement with the Pacific Islands Forum and its associated mechanisms.

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">• Forum official, Forum Education Ministers	<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">• Development partners, regional & multilateral organisations, UN systems, WHO, etc	
<ul style="list-style-type: none">• Civil society, NGOs, donors and private sectors	

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 authorise 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 9-10 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 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 Secretariat
Salary		
Salary Scales	<ul style="list-style-type: none"> • Starting from SDR 28,750 to 32,437 of Band 9-10 of our Salary scale (Equivalent to FJD 86,779 to 97,908 on 1 March 2025 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 FJD6,250 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)

		<ul style="list-style-type: none"> 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
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 **Friday 30 May 2025**. 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.