



PACIFIC ISLANDS FORUM SECRETARIAT

Excelling Together for the People of the Pacific

APPLICANT INFORMATION PACKAGE

POSITION : **Research Assistant**

DATE OF ISSUE : **April 2010**

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A. PACIFIC ISLANDS FORUM SECRETARIAT

The information provided in this package is for explanatory purposes only and does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, 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 organisation currently employs 104 staff. The **Forum Secretariat's** mission is to honour and promote the Forum vision by providing quality policy advice, co-ordination and assistance in implementing Leaders' decisions to Member countries with regard to the following four key goals identified by the Forum Leaders:

- Economic Growth
- Sustainable Development
- Good Governance and
- Security

The **Pacific Islands Forum** Vision:

“Leaders believe that the Pacific region can, should and will be a region of peace, harmony, security and economic prosperity, so that all its people can lead free and worthwhile lives. We treasure the diversity of the Pacific and seek a future in which its cultures, traditions and religious beliefs are valued, honoured and developed. We see a Pacific region that is respected for the quality of its governance, the sustainable management of its resources, the full observance of democratic values, and for its defence and promotion of human rights. We seek partnerships with our neighbours and beyond to develop our knowledge, to improve our communications and to ensure a sustainable economic existence for all.”

To be sustainable, development must integrate both economic and social progress while ensuring that the environment is protected to safe guard the ability of future generations in the Pacific to lead free and worthwhile lives. The focus of the Sustainable Development Programme is, therefore, to promote and apply the principles and practices of sustainable development at all levels and across all sectors. The Sustainable Development Programme will do this through the provision of policy advice and coordination and implementation assistance aimed at enhancing integrated decision-making in economic development, social and cultural progress and environmental integrity.

In delivering its mission, the Secretariat will strive for professional excellence while demonstrating personal leadership. It will be responsive to the needs of its stakeholders and will excel within a caring and innovative environment.

B. JOB DESCRIPTION

Job Identification

Job Reference:

Job Title: **Research Assistant**

Work Unit: Economic Governance

Responsible To: Economic Adviser

Responsible For: Nil

Job Purpose: To assist the Economic Adviser, through the Economic Growth Work Plan, to deliver specific tasks arising from mandates provided by the Forum Economic Ministers' Meeting, and other relevant meetings. This job exists to provide administrative support to the team.

Date: April 2010

The Leaders' Vision

Leaders believe the Pacific region can, should and will be a region of peace, harmony, security and economic prosperity, so that all of its people can lead free and worthwhile lives.

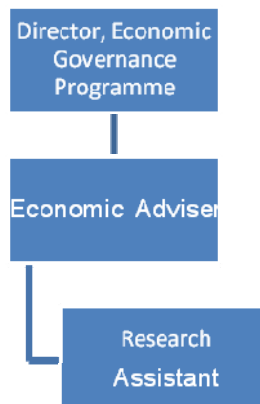
We treasure the diversity of the Pacific and seek a future in which its cultures, traditions and religious beliefs are valued, honoured and developed.

We seek a Pacific region that is respected for the quality of its governance, the sustainable management of its resources, the full observance of democratic values and for its defence and promotion of human rights.

We seek partnerships with our neighbours and beyond to develop our knowledge, to improve our communications and to ensure a sustainable economic existence for all.

The Pacific Plan

Organisation Context



Key Result Areas:

The job of Research Assistant encompasses the following major functions or Key Result Areas:

1. Research;
2. Policy Analysis; and
3. Support to meetings and workshops.

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Research</p> <ul style="list-style-type: none"> ▪ Monitoring economic trends in the region and assessing whether they might require a response from PIFS ▪ Producing research papers on specific regional/international issues as relevant ▪ Prepare articles on economic and development issues for dissemination to members through e-newsletters or other modes, and to other internal, and external stakeholders as necessary. ▪ Collate FIC economic and developmental databases. 	<ul style="list-style-type: none"> ▪ Research is produced which is assessed as relevant and of a high quality by members and by Economic Adviser ▪ Research is used, either internally and/or externally ▪ Development issues and regional decisions on economic issues and updates circulated through e-newsletters or other modes at least annually ▪ Databases updated for internal and external use.
<p>2. Policy Analysis</p> <ul style="list-style-type: none"> ▪ Providing analysis and inputs for policy recommendations in response to economic and development issues raised by internal stakeholders, members, regional and international institutions ▪ Assisting with technical matters relating to all FEMM issues ▪ Provision of economic analysis to other programmes in PIFS, especially to assist with implementation of the Pacific Plan ▪ Assist with policy coordination with other relevant agencies and stakeholders, as necessary. 	<ul style="list-style-type: none"> ▪ Policy papers are rated as of a high quality by members, the Economic Adviser. ▪ Analysis and inputs for policy recommendations are provided for internal use, and to regional and international institutions on a timely basis (as per stated deadlines).
<p>3. Support to meetings and Workshops</p> <ul style="list-style-type: none"> ▪ Assisting in the organisation and running of meetings/ workshops organised by the Secretariat, including, as necessary, drafting of papers, speeches, press releases, record of meetings, and briefs ▪ Efficient technical and logistical support to FEMM and other workshops 	<ul style="list-style-type: none"> ▪ Meetings are rated as successful by at least ¾ of participants ▪ Logistical support is rated as of a high quality by Economic Adviser

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.

Work Complexity:

Most challenging duties typically undertaken:

- Producing research papers on specific regional/international issues as relevant
- Providing analysis and inputs for policy recommendations in response to economic and development issues raised by internal stakeholders, members, regional and international institutions
- Coordination of meetings and travel arrangements of official duties of the PMU-PECF and other Forum Secretariat staff in relation to the PECF
- Assisting in the organisation and running of meetings/ workshops organised by the Secretariat, including, as necessary, drafting of papers, speeches, press releases, record of meetings, and briefs.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>Internal</p> <ul style="list-style-type: none"> ▪ Executive ▪ Director, Economic Governance ▪ Economic Adviser 	<ul style="list-style-type: none"> ▪ Courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading
<p>External</p> <ul style="list-style-type: none"> ▪ As necessary, with development partners and member contacts. 	<ul style="list-style-type: none"> ▪ Courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, coordinating, supervising, leading

Level of Delegation:

The jobholder:

- does not manage any budgets
- cannot authorise any costs
- cannot sign standard letters on the Secretariat letterhead.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Undergraduate degree in Economics, with above average grades. 	<ul style="list-style-type: none"> ▪ Postgraduate qualifications in Economics

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Relevant work experience in policy formulation and economic research in Forum member countries. 	<ul style="list-style-type: none"> ▪ Previous experience of working within a regional or international organisation would be desirable.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> ▪ Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions
Advanced level	<ul style="list-style-type: none"> ▪ Understands and is responsive to the needs of all stakeholders.
Working knowledge	<ul style="list-style-type: none"> ▪ Demonstrates sensitivity to the diverse needs of those in a multi-cultural environment ▪ Familiarity with donor and development partner procedures ▪ Excellent organisational skills and the ability to meet deadlines
Awareness	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills and the ability to positively influence others ▪ Utilises smart work practices ▪ Committed to team-work ▪ Focused on quality in every aspect ▪ Willing to travel within the region and internationally in economy class, as required.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer/Diplomatic Focus
- Effective Communications & Relationships
- Leadership (Team Leaders / Managers)
- Coaching and Development (Supervisory/ Management only)
- Strategic Perspective (Managers) Tactics (Team Leaders)

Personal Attributes

- Physically fit and healthy
- The ability to lead and motivate a team and a clear communicator
- Resilience
- Ability to think on and off your feet
- Ability to sum up the situation and make decisions quickly if required

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

C. REMUNERATION INFORMATION

Contract Term

The successful applicant will be entitled to a three year contract subject to a satisfactory medical examination, performance, funding and the need for the position. The successful applicant will be expected to commence work by **1 September 2010**.

Salary

The salary will be decided in the range of **FJD\$21,272 to FJD\$31,908**. The appointment is expected to commence at the lower end of the range.

Superannuation

For Fiji Citizens, 8% of salary is paid to the Fiji National Provident Fund.

Annual Leave

Eighteen working days annual leave per annum.

Sick Leave

Twenty one days sick leave per annum.

Health/Life Insurance

Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary.

D. ADMINISTRATIVE INFORMATION

The closing date for applicants is **2 July 2010**. 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.

Applications should be addressed to **The Secretary General, Pacific Islands Forum Secretariat, Private Mailbag, Suva**.

General Information on the Pacific Islands Forum Secretariat is available on the website: **www.forumsec.org**.