

## Opportunities at the Secretariat

### About the *Pacific Islands Forum Secretariat*

The *Pacific Islands Forum Secretariat (Forum Secretariat)* is the region's premier political and economic policy organisation, with a vision of helping to create a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The international organisation works to achieve this vision by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members - including directly engaging with community members in order to identify pressing needs of the region.

The work of the Pacific Islands Forum Secretariat (PIFS) is guided by the Framework for Pacific Regionalism (FPR) as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The FPR 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.

### About the Opportunities

An exciting opportunity exists for a Pacific Trade Invest (PTI) Trade Commissioner (Europe). This position is based in the PIF-WTO Geneva Office and will support Pacific exporters in expanding access to European markets and better utilizing market access arrangements such as the Economic Partnership Agreement (EPA). The role of the PTI Trade Commissioner (Europe) is focused on international trade promotion and support of exporters based in Forum Island Countries (FICs) and will be required to work closely with the PIF Geneva Office under the leadership of the Permanent Representative to ensure FIC private sector perspectives are well represented. The position is responsible to the Director of Programmes & Initiatives.

The key responsibilities are as follows (but not limited to):

- Develop and execute business strategies with the objectives of identifying and sourcing viable export capable and ready clients, and the establishment and management of close professional relationships with the Pacific and European private sector;
- Identify, develop and maintain strategic partnerships with relevant government, private sector agencies and/or Non-Governmental Organisations in FICs and Europe;
- Prepare and implement results-oriented work programming and budgeting;
- Collaborate with the PTI Network to develop promotional and marketing materials for the PTI Europe Office;
- Address administration/reporting obligations; and
- Provide financial and management support/advice.

Applicants should have a University degree in economics, commerce, business or marketing with 8 years of relevant senior-level work experience dealing with private sector enterprises in Forum Island Countries (qualifications in export promotion and facilitation would be an advantage) and/or internationally. Post-graduate qualifications would be advantageous. In lieu of a University degree at least 12 years of relevant work experience in the trade and investment promotion field would be accepted. Knowledge of the European private sector would be desirable.

## About the Benefits

The appointment will carry a competitive remuneration and benefits package including medical and life insurance, housing and education for dependent children. The starting salary will be in the range of **SDR50,490 to SDR58,285** per annum. Using the June exchange rates this salary was equivalent **FJD153,262 to FJD178,078**. A cost of living adjustment will be added to this salary. For non-European nationals, **this salary may be tax-free**. Any travel required will be at economy class.

## Additional Information

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://www.forumsec.org) where an information package containing the position description and remuneration details for respective positions are also available therein. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees.

To be eligible for these positions, applicants must be nationals of Forum member countries\*. The Forum Secretariat is an Equal Opportunity Employer. **Deadline for applications is at 5pm (Fiji time), 11 September 2020.**

\*Member States of the Pacific Islands Forum: 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.