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15 September 2025

TO : OFFICIAL CONTACTS OF MEMBER GOVERNMENTS
(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)

FROM : ESALA NAYASI, ACTING SECRETARY GENERAL

SUBJECT : VACANCY NOTICE: INTERNAL POLICY & GOVERNANCE OFFICER

The Secretariat wishes to alert Members to the vacancy advertisement attached at **Annex 1**, for the substantive international position of Internal Policy & Governance Officer.

2. The position will seek to ensure that the Secretariat's internal corporate governance instruments (corporate policies, procedures, frameworks, Standard Operating Procedures, Process Maps, Manuals, Guidelines and Tool Kits) are standardised and continuously reviewed and updated.

4. An Information Pack with additional information on the position is attached at **Annex 2** for ease of reference. The deadline for applications is **Friday 17 October, 5pm (Fiji Time)**.

5. Members' assistance in sharing this information with their networks would be greatly appreciated.



Esala Nayasi

Acting Secretary General

Attach:

cc:

Forum Resident Missions, Suva
Annex 1 : Internal Policy & Governance Officer - Advert
Annex 2 : Internal Policy & Governance Officer - Info pack



Internal Policy & Governance Officer

The Pacific Islands Forum

The Forum (PIF) is an Employer of Choice in the region, aiming to recruit and employ staff based on merit and organisational needs. The Pacific Islands Forum Secretariat (PIFS) ensures that its employment selection upholds its values and commitment to Forum membership, gender balance, and building a diverse and inclusive organisation. PIFS is committed to achieving gender balance and being fully representative of its member countries. Currently the PIFS workforce is over 50% female, with representatives from fifteen of the eighteen Forum member countries.

To achieve greater workforce representation from our member countries we strongly encourage applicants from the following countries to apply: Federated States of Micronesia, French Polynesia, and Niue.

The Opportunity

The Internal & Policy Governance Officer exists to ensure the Secretariat's internal corporate governance instruments (corporate policies, procedures, frameworks, Standard Operating Procedures, Process Maps, Manuals, Guidelines and Tool Kits), in addition to the oversight of institutional strengthening of business process and systems in alignment to best practices. The key responsibilities are summarised as:

- Corporate Governance (Internal Policies & Procedures)
- Institutional Strengthening (Business Process and Systems)
- Strategic Planning & Coordination
- Support

Applicants should have a first degree (bachelor's level) in any of the following disciplines of Management, Business Administration, Commerce, Governance, Information Systems, Organisational Development, Project Management, or similar, from a recognised higher-learning institution with sound experience of at least 5-7 years' experience working at officer level in corporate governance and business process management in a large organisation.

Candidates with working experience at least particularly in either government or non-government organisation in Fiji or any other member country are encouraged to apply.

The Benefits

The position carries a competitive and attractive remuneration and benefits package including medical and life insurance, education, and housing allowance. The position is placed at Band 10 / Officer level of our salary scale, starting at **SDR 32,437 equivalent to FJD 99,287**.

Note: Amounts are based on 1 August foreign exchange rates, but the final salary will be dependent on foreign exchange rates at the time of payment.

How to apply

Interested applicants can find out more information on the PIFS website: www.forumsec.org where an information package containing the full responsibilities, selection criteria, and remuneration details, are available.

Candidates must include in either their application or Curriculum Vitae the full contact details of three referees. For non-Fijian nationals, this salary may be tax-free. To be eligible for this position, the applicant must be a national of a Forum member country*. Applicants must be willing to travel periodically via economy class.

The deadline for applications is Friday 17 October 2025.

*Member States of the Pacific Islands Forum: Australia, Cook Islands, the Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, the Republic of the Marshall Islands, Samoa, the Solomon Islands, Tonga, Tuvalu, and Vanuatu.



PACIFIC ISLANDS FORUM

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PACIFIC ISLANDS FORUM

Applicant Information Package

Internal Policy & Governance Officer

September 2025

CONTENTS

About the Pacific Islands Forum Secretariat

About the Executive

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

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

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 Leaders 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 Continent (2050 Strategy) 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 Executive

The policy work of the Secretariat is divided into three broad divisions, Policy, Governance & Engagement, and Programmes & Initiatives, which depicts the different stages of the regional public policy cycle. Supporting these teams is Operations.

The objective of the Executive is to provide strategic management, direction, and leadership, of the organisation in order to deliver on agreed regional priorities for our member countries and the Pacific region.

About the Position

This job exists to ensure the Secretariat's internal corporate governance instruments (corporate policies, procedures, frameworks, Standard Operating Procedures, Process Maps, Manuals, Guidelines and Tool Kits) are standardized\

and continuously reviewed and updated. In addition, the role will also have oversight of institutional strengthening of business process and systems in alignment to best practices.

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:

Planning & Prioritising	"Developing and committing to personal, team, KRA and organization 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:

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

The position reports to the Senior Adviser – Strategic Planning & Coordination and will work closely with Senior Management (Executives + Directors) and across teams to advance respective activities and outputs. The position of Policy & Procedures analyst encompasses the following major functions:

1. Corporate Governance (Internal Policies & Procedures)

- Manage and coordinate the development and review of corporate policies, procedures, plans, manuals, and toolkits
- Facilitate and maintain oversight of Corporate Governance through mainstreaming and implementation of corporate/organisational governance instruments.
- Provide support and maintain the management of the Secretariat's Policy Framework and Delegations Policy to the Executive
- Research and analyse updated trends to facilitate and recommend changes to relevant operating policies, procedures, and processes.

2. Institutional Strengthening (Business Process and Systems)

- Oversight of systems and processes through business process analysis and re-engineering to support streamlined and agile performance efficiency and effectiveness across the organisation.
- Management of a complete process improvement cycle, from identification, analysis, design, optimisation, mapping, and translation.
- Innovatively, create or find means to translate critical processes to end-users and other actors, illustratively and simply, in adherence to best practices.

3. Strategic Planning & Coordination

- Oversight of internal special projects at strategic/enterprise level.
- Assisting in strategic planning & coordination through organisational reforms, organisational review, organisational development, and change management.
- Assist and coordinate budget preparation and monitoring for the Strategic Planning and Coordination Unit (SPCU) and Executive office.
- Assist the Senior Adviser- Strategic Planning and Coordination (SPC) with any internal and external queries/requests by providing information, analysis, and commentary.
- Any other responsibilities as assigned by Senior Adviser SPC.
- Assist Senior Adviser SPC in providing updates on internal policies and procedures to the Audit Risk Sub-Committee (ARSC), Forum Sub Committee on Prioritisation and Resourcing (FSPR), and the Forum Officials Committee (FOC).

4. Support

- Provide secretariat support to the ARSC, FSPR and other related FOC Sub-committees.

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:

- Varied corporate governance issues in different reporting lines;
- Responsible for technical quality of work;
- Liaising with staff in a timely manner;
- Managing competing priorities.

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 first degree (Bachelor's Level) in any of the following disciplines of Management, Business Administration, Commerce, Governance, Information Systems, Organisational Development, Project Management, or similar, from a recognised higher learning institution.
- Sound experience of at least 5-7 years' experience working at Officer level in corporate governance and business process management in a large organisation.

- Working experience at least particularly in either government or non-government organisation in Fiji or any other member country.
- Sound knowledge in corporate governance, corporate management, administration, business systems, business processes and compliance.
- Experience in working in a cross-cultural environment.

Other Desirable Skills/Knowledge:

- Proficient computer skills and knowledge of software
- Strong communications and presentation skills
- Experience with analysing and drafting policies and procedures
- Experience in facilitating successful change management processes and reforms within an organization

Functional relationships & Relationship skills

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

External:

- Consultants,
- Suppliers

- Sharing advisory material or information on Secretariat processes
- Conversations, negotiations, mediations during meetings to build understanding and address issues
- One-on-one meetings

Internal:

- Secretary General and other members of Senior Management team
- Internal Policy and Process Leads
- Other reporting officers & Admin staff
- Staff in other reporting lines

- Prepares standard memos, letters and emails for distribution
- Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests
- Regular group meetings to share information
- Informal one-on-one conversations
- Emails and written briefings and/or seek inputs for work
- Collaborative Inputs to papers and presentations

Direct Reports

The role has one direct report.

Level of Delegation

- Cannot authorise any costs
- Cannot sign standard letters on the Secretariat letterhead

Additional Information

- PIF advocates for No-Smoking in the workplace
- Incumbent is physically fit and able to travel frequently
- A current passport valid at least six 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.

Summary of Conditions, Benefits & Entitlements

The Pacific Islands Forum 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, and entitlements, that accrue to the position of Internal Policy & Governance 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 the first term (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 Forum
Salary		
Salary Scales	<ul style="list-style-type: none"> • Starting from SDR 32,437 at Band 10 of our Salary scale (Equivalent to FJD 99,287 based on 1 August 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 – Form 7 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 Forum 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 Forum Subject to the conditions of the medical provider
Travel	<ul style="list-style-type: none"> You will be covered by the Forum's travel insurance while on official travel outside Fiji 	<ul style="list-style-type: none"> Organised by the Forum 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 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 17 October 2025**. Applications should contain full information on education and career background. Applicants must also provide the names, email contact, 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 is available on the website.