

**CIRCULAR NO: 175/25**

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19 December 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 : DESNA SOLOFA, ACTING SECRETARY GENERAL

SUBJECT : VACANCY NOTICE: TEAM LEADER – GOVERNANCE

The Secretariat wishes to alert Members to the vacancy advertisement attached at **Annex 1**, for the substantive international position of **Team Leader – Governance (TL-Gov)**.

2. The position will lead the Political and Regional Governance Team in providing advice and guidance on political processes, stakeholder engagement, and regional policy development. The TL-Gov will also lead the Secretariat's work on good governance and leadership as mandated by Forum Leaders.

3. An Information Pack with additional information on the position is attached at Annex 2. The deadline for applications is **Friday, 30 January 2026, 5pm (Fiji Time)**

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



Desna Solofo
Acting Secretary General

Attach:

cc:

Forum Resident Missions, Suva
Annex 1: TL - Gov Advert
Annex 2: TL - Gov Info pack

Opportunity at the Forum Secretariat

The Pacific Islands Forum Secretariat

The Pacific Islands Forum Secretariat (PIFS) is an Employer of Choice in the region, aiming to recruit and employ staff based on merit and organisational needs. The Secretariat ensures that its employment selection upholds its values and commitment to the Forum membership, gender balance, and building a diverse and inclusive organisation. PIFS is committed to achieving gender balance and being fully representative of our member countries*. Our workforce is currently over 50% female, with representatives from 15 of the 18 Forum member countries.

The Opportunity: Team Leader - Governance

Applications are invited to fill this vacant international position at the Secretariat in Suva. The Team Leader - Governance will lead the Political and Regional Governance Team in providing advice and guidance on political processes, stakeholder engagement, and regional policy development. The Team Leader will also lead the Secretariat's work on good governance and leadership, as mandated by Forum Leaders. The key responsibilities are summarised as:

- Policy Analysis and Advice
- Good Governance and Leadership
- Coordinating Meetings and Stakeholder Engagement
- Team Performance & Leadership
- Corporate Accountabilities

Applicants should have an advanced degree (preferably postgraduate master's level or equivalent) from a recognised university in political science, development, international relations, diplomacy, or related fields, with at least eight years work experience in government relations, stakeholder engagement, and/or public policy, preferably within the Pacific region and/or international and development policy context

Excellent facilitation and engagement skills, particularly developing and implementing stakeholder engagement and influencing strategies. Candidates with a sound knowledge of the concerns and interests of Forum members, and of the region's positions on these concerns and interests

The Package

The position carries a competitive and attractive remuneration and benefits package including allowances for housing and education; and medical, accident, and life insurance coverage. This position is based on Band 12 of the PIFS salary scale. The starting salary for the position is **SDR 45,113** per annum, which is equivalent to **FJD 139,238** based on 1 November 2025 foreign exchange rate.

How to apply

Interested applicants are encouraged to apply through the PIFS website: www.forumsec.org where an information package containing the position description and full remuneration details are available. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees.

To be eligible for the position, applicants must be nationals of Forum member countries. The Forum Secretariat is an Equal Opportunity Employer. The deadline for applications is **Friday, 30 January 2026, 5pm (Fiji Time)**.

*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.



PACIFIC ISLANDS FORUM

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PACIFIC ISLANDS FORUM

Applicant Information Package

Team Leader - Governance

December 2025

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- Application closing date & requirements.
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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 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 Continent (2050 Strategy) and its Implementation Plan (2050 IP) were endorsed by Pacific Islands Forum Leaders in 2022 and 2023 respectively. The 2050 Strategy is underpinned by the Blue Pacific narrative, as 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 seeks 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 Governance & Engagement Team

The policy work of the Secretariat is divided into three broad divisions, Policy, Governance & Engagement (G&E), and Programmes & Initiatives (P&I), which depicts the different stages of the regional public policy cycle.

The Governance & Engagement Team is tasked with building strong and meaningful relationships with Forum Members and external stakeholders, as a means to advocate for, and advance the collective values and priorities of the Pacific Islands Forum, as one Blue Pacific Continent.

About the Position

The Team Leader - Governance (TL-Gov) will lead the Political and Regional Governance Team in providing advice and guidance on political processes, stakeholder engagement, and regional policy development. The TL-Gov will also lead the Secretariat's work on good governance and leadership as mandated by Forum Leaders.

The TL-Gov will work closely with the Political Governance Adviser and the Engagement Adviser - Regional Governance to ensure that both work streams are progressed in a timely and orderly fashion. The Team Leader is also expected to work with all Advisers across the Secretariat to ensure that inclusivity is streamlined across all work programmes and processes.

The Team Leader will provide leadership within the Team with responsibilities including, but not limited to:

1. Policy Analysis and Advice

- Take a leadership role in providing oversight of the work of the Political and Protocol, and the Regional Governance teams, and ensure timely delivery of agreed deliverables.
- Lead the coordination of support to Forum Members and key stakeholders on key regional priorities endorsed by Forum Leaders and Ministers, as well as the priorities outlined in the 2050 IP.
- Support the Engagement Adviser - Regional Governance in the development and implementation of regional policies, with a focus on the implementation of the recommendations of the Review of the Regional Architecture (RRA).
- Support the Political Governance Adviser in implementing the Forum Leaders decision on key political regional issues, and strategic political engagement with Forum Members, and key sub-regional groupings.
- Ensure that key stakeholders, such as the Council of Regional Organisations of the Pacific (CROP), Civil Society Organisations (CSOs), and partners, are included in discussions and consultations on regional issues.

2. Good Governance and Leadership

- Lead the development and implementation of works to deliver on the mandates from Leaders relating to good governance and accountable leadership, as well as the deliverables outlined in the 2050 IP.
- Ensure regional policy coherence on all issues relating to good governance, accountable leadership, and democratic principles and values to avoid duplication of work.
- Develop policy advice on all good governance matters and lead the implementation of the Forum Leaders' Pacific-Centred Leadership Initiative.

3. Coordinating Meetings and Stakeholder Engagement

- Lead the planning, monitoring, and organisation of key Forum meetings, including meetings of Sub Committees, Senior Officials, Ministers, and Leaders.
- Lead the preparation and coordination of key Forum Meetings including Pre-Forum Forum Officials Committee (FOC), Forum Foreign Ministers Meeting (FFMM), and the Pacific Islands Forum Leaders meetings. This will include ensuring that all policies to be considered have undergone proper Forum processes and procedures, and ensuring that all meeting papers and documents are available in a timely manner.
- Provide support to the Forum Chair's office and support the Team in the management and convening of the Forum Troika Leader's meetings.
- Monitor the implementation of Forum Leaders decisions and provide regular reports to the relevant forums.

4. Team Performance & Leadership

- Ensure that the Team's work is monitored and that it adheres to the agreed workplans.
- Work collaboratively across the organisation to deliver on the Forum's overall external engagement strategy.

- Work closely with other Advisers to advance the overall priorities of the Forum.
- Ensure regular reporting to the Director of Governance and Engagement.
- Support and contribute to the Key Result Areas (KRAs) quarterly review process for the Political and Regional Governance Team
- Manage budget lines.

5. Corporate accountabilities

- Planning: Develop an annual individual workplans, lead the creation of the Political and Regional Governance Team workplan, and contribute to the overall divisional work plan.
- Reporting: Provide regular progress updates on assigned tasks; work-area reports; and monitoring, and evaluation requirements.
- Management: Effectively manage your time and resources to meet the team, division, and organisational strategic priorities, in alignment with the PIFS Strategic Plan and Annual Corporate Plan.
- Governance, Risk & Compliance: Ensure adherence to relevant frameworks, policies, procedures, risk management protocols, and compliance requirements of the Secretariat in all work activities. Revise policies and procedures as necessary.
- Systems & Processes: Learn and adhere to established systems and processes, develop, update, and improve policies, processes, and systems, to support the organisation.
- Operations: Complete your own performance management form and manage the completion of performance forms for your subordinate staff. 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.

General Capabilities

The *Forum Secretariat* 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 depending on the position's Band Level.

CORE CAPABILITIES:

Planning & Prioritising	“Developing and committing to personal, team, KRA 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 organisation to establish a positive and productive organisation culture”
Applying Critical Thinking	“Gathering, organising and analysing 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”
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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 Director Governance & Engagement and will work closely with the Governance & Engagement Team to advance the responsibilities of the division. However, within this divisional context, the work of the Secretariat at the operational level is driven by the Secretariat’s Strategic Plan 2025-2030 (linked to the Budget), which sets out the organisation’s Strategic Goals to deliver.

Thus, at any given year, Team Leader and Adviser-level staff will be required to lead on one or more of these key result areas – some of which may sit within the responsibilities of other Directors within the organisation. Similarly, Team Leader and Adviser-level staff will be required to manage other officers and technical staff that may not necessarily sit within the Governance & Engagement 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:

- Liaising with Pacific Islands Forum Leaders and Member countries to identify positions and regional problems, and to advance the Forum’s positions.
- Assessment of and providing advice on politically sensitive governance matters.
- Preparing briefs for official meetings and Leaders Summits with key development partners.
- Managing different interests and perspectives within a complex political setting.
- The number of briefs and papers that need to be prepared and coordinated with various stakeholders for Forum related meetings.
- Organising well-structure meetings, including overseeing all logistics, within a short timeframe.
- Coordinating with a wide range of stakeholders with competing interests to ensure they all feel that their views have been considered.

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:

- An advanced degree (preferably postgraduate Masters level or equivalent) from a recognised university in political science, development, International relations, diplomacy or a related field.
- At least eight years work experience in government relations, stakeholder engagement, and/or public policy, preferably within the Pacific region and/or international and development policy context.
- Excellent facilitation and engagement skills, particularly in developing and implementing stakeholder engagement and influencing strategies.
- A sound knowledge of the concerns and interests of Forum members and of the regional positions on these concerns and interests.
- Proven ability to monitor regional and international developments and to conduct comprehensive analysis and provide high quality advise.
- Experience working in a cross-cultural environment.
- Demonstrated success in the coordination and organisation of high level inter-governmental and non-governmental regional and international meetings.
- Established network based within the region.

Functional relationships & Relationship skills

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

External:

- Forum Member countries and Senior Forum Officials
- Development partners, international & multilateral organisations
- CROP agencies and other regional organisations

- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes
- Legal advice and briefs, monitoring and analysis, representing PIFS
- Conversations during regional meetings to build understanding and address issues
- Advocating of regional and international priorities of importance to the region
- One-on-one meetings on topical issues

Internal:

- Secretary General and members of the Senior Management Team
- Other KRA Advisers
- Other reporting officers & Admin staff
- Staff in other reporting lines

- Provision of legal advice and briefings on strategic and directions
- 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 the following staff responsibilities:

- Two direct reports.
- Up to five indirect reports managing a KRA Objective.

Level of Delegation

The position holder may be required to manage funding for the assigned KRA according to PIFS Financial policies and procedures.

Additional Information

- PIFS advocates for equal opportunities, promotes environmentally sustainable practices and champions health & well-being for its staff.
- Incumbent is physically fit and able to travel frequently.
- Hold a current passport valid for at least 6 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 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 TL-Gov.

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• The funding provided for this position is only for three years	<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 45,113 at Band 12 of our Salary scale (Equivalent to FJD 139,238 based on 1 November 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) 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. 	<ul style="list-style-type: none"> 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 January 2026**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through the Secretariat's 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.