

**CIRCULAR NO. 05/26**

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29 January 2026

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 - PEACE AND SECURITY**

The Secretariat wishes to alert Members to the vacancy advertisement attached at **Annex 1**, for the substantive international position of Team Leader Peace and Security.

2. The position will lead the Forum Secretariat's Peace and Security Team in providing advice on regional peace and security trends and threats, and to coordinate regional peace and security priorities as framed by the Boe and Blue Pacific Ocean of Peace Declarations, and the 2050 Strategy Implementation Plan.

3. An information package with additional information on the position is attached at **Annex 2** for ease of reference. The deadline for applications is **Friday, 27 February, 5pm (Fiji Time)**.

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



Desna Solofa  
Acting Secretary General

attach.

cc: Forum Resident Missions, Suva



# Opportunity in the Region

## The Pacific Islands Forum

The Pacific Islands 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 the Forum membership, gender balance, and to building a diverse and inclusive organisation. The PIFS is committed to achieving gender balance and being fully representative of our member countries\*. Our workforce is currently over 50% female, and we have representatives from 15 of the 18 Forum member countries.

## The Opportunity – Team Leader Peace and Security

The Team Leader Peace and Security will lead the PIFS Peace and Security Team to provide advice on regional peace and security trends and threats, and to coordinate regional peace and security priorities as framed by the Boe and Blue Pacific Ocean of Peace Declarations, and the 2050 Strategy Implementation Plan. The key responsibilities are summarised as:

- Policy Analysis and Advice
- Regional Peace and Security Coordination, Cooperation, and Information Sharing
- Inter-agency Partnerships and Advocacy
- Leadership and Team Management
- Corporate Accountabilities

Applicants should have an advanced degree in politics, law, security, or relevant disciplines, with extensive experience in policy analysis and report writing. They should also be able to demonstrate in-depth knowledge of geo-political, geo-strategic, traditional and non-traditional peace and security issues within the Pacific. Candidates with a proven ability to monitor regional and international developments, and to conduct comprehensive stakeholder analysis and engagement, are encouraged to apply.

## 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 45,790** per annum, which is equivalent to **FJD 142,028** based on 1 January 2026 foreign exchange rates.

## How to apply

Interested applicants are encouraged to apply through the PIFS website: [www.forumsec.org](http://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 27 February, 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 - Peace and Security**

**January 2026**

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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, 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](http://www.forumsec.org)

## About the Policy Team

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. The Executive branch and the Operations division support and enable the work of other divisions to achieve the strategic objectives of the PIFS.

The Policy team is tasked with developing quality, high-level policy advice on a broad portfolio of issues, including strategic, social, economic, and security related matters.

## About the Position

The Team Leader Peace and Security will lead the PIF Peace and Security Team to provide advice on regional peace and security trends and threats. This role will also coordinate regional priorities as outlined in the Boe Declaration, the Blue Pacific Ocean of Peace Declaration, and the 2050 Strategy Implementation Plan.

The Team Leader Peace and Security will be responsible for monitoring issues that have peace and security implications for the region, and for developing policies for the consideration of Forum members.

This position will also be the primary coordination point for relevant security related information from Regional Law Enforcement Secretariats, relevant CROP Agencies and other partners, and for the development of the Secretariat's advice to inform decision making and policy development.

Responsibilities include, but are not limited to the following duties:

#### **1. Policy Analysis and Advice**

- Monitoring issues that have peace and security implications for the region, including on climate security, human security and humanitarian assistance, environmental security, transnational crime, and cybercrime/cybersecurity.
- Provision of strategic policy advice to Executive and Members on collective regional efforts to address threats to regional peace and security.

#### **2. Regional Peace and Security Coordination, Cooperation and Information Sharing**

- Coordination of the FOC Sub-Committee on Regional Security (FSRS) to help identify regional peace and security priorities, and the development of regional responses.
- Coordination of the 2050 Strategy Thematic Advisory Group (TAG) to ensure alignment with regional peace and security objectives.
- Collection of broader peace, security, and law enforcement data and information, in line with the strategic focus areas of the Peace and Security Action Plan which is currently under development.
- Formulation and publication of peace and security reports and policy advice, in close consultation with relevant stakeholders and partner agencies.
- Manage the process for compiling and analysing reports and lessons learned.
- Coordination of other peace and security related meetings and workshops (where and when appropriate).
- Liaison with national, regional, and international stakeholders, to keep abreast of peace and security priorities and to build support for regional priorities as may be required.
- Provide strategic peace and security related information as and when required.

#### **3. Inter-agency Partnerships and Advocacy**

- Identify important partnerships to progress regional peace and security priorities identified by the Pacific Islands Forum Leaders.
- Support the building of strategic alliances and partnerships to develop policy initiatives contributing to regional and global peace and security.
- Promoting regional peace and security priorities and agreed regional approaches at relevant regional and international meetings.

#### **4. Leadership and Team Management**

- Develop a high-performance culture and commitment to continuous improvement, including facilitating professional development opportunities for team members.
- Ensure that a high-quality annual work plan is developed and progressed by the Team, with clear milestones and deliverables. Including, assessing team capability and capacity relative to plans, and providing advice to staff on how to address any gaps. Manage task allocation across the Team to ensure that work-life balance and operational requirements are achieved.
- Plan and manage complex projects, including mitigating risk and tracking issues through to completion.
- Responsible for staff recruitment, performance management, training and development, and welfare. Coach and mentor staff to grow their skills and knowledge base.

- Provide high quality financial planning, management and reporting. Exercise sound judgment when recommending solutions, weighing up technical merit with practical and cost considerations.
- Proactive risk management. Recognise when to seek external assistance in dealing with matters and escalate to Director Policy.

## 5. Corporate Accountabilities

- Planning: Develop an annual individual work plan and lead on the creation of a Team work plan. 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 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 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 for 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 organization to establish a positive and productive organisation culture”
Applying Critical Thinking	“Gathering, organizing 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”

## **SUPPLEMENTARY CAPABILITIES:**

Supplementary Capabilities required include: building for the future, promoting effective workplace practices, managing and coordinating projects, and using systems, tools and technology.

### **Position Accountabilities**

The position reports to the Director for Policy and will work closely with the Policy Division 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 PIFS Annual Corporate Plan (linked to the Budget), which sets out the organisation's core deliverables, aligned to the high-level outcomes in the PIFS Strategic Plan and the 2050 Strategy for the Blue Pacific Continent.

At any given time, Adviser level staff will be required to lead on one or more of these strategic goals or high-level outcomes, some of which may sit within the responsibilities of other Directors within the organisation. Similarly, Adviser level staff will be required to lead a team of both policy and technical staff that may not necessarily sit within the Policy Division. 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:

- Developing strategic policy initiatives and facilitating consultations processes that build political consensus on way forward.
- Communicating effectively with Members to identify problems in regional processes, propose solutions, and overcome resistance to change.
- Writing for and presenting to external audiences as a subject-matter expert and representative of the Forum Secretariat.
- Preparing high-level policy advice/briefings to Senior Management, and to Member countries.
- Managing different interests and perspectives within a complex political setting.
- Organising well-structured 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:

- Advanced degree in politics, law, security, or relevant disciplines.
- Has extensive experience in policy analysis and report writing.
- Demonstrates in-depth knowledge of geo-political, geo-strategic, traditional and non-traditional peace and security issues within the Pacific.

- Proven ability to monitor regional and international developments and to conduct comprehensive stakeholder analysis and engagement.
- Sound experience and demonstrated success in a representational role in inter-governmental meetings and discussions.
- Has confidence in public speaking and can convey information in a credible and appropriate manner.
- Experience in working in a cross-cultural environment including cultural awareness and sensitivity.
- Ability to lead a small team of professional staff, set priorities successfully, and ability to meet tight deadlines.
- Demonstrated experience in other relevant fields such as government administration, good governance, international and regional meetings, non-state actor work.

*Other Desirable Knowledge/Experience:*

- Has previous national security, law enforcement or peace policy experience (preferably at least seven years).
- Established networks 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, regional, and multilateral organisations
- Civil society organisations and the Private Sector

- 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

**Internal:**

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

- Draft written and verbal briefing on subject areas
- Drafting of official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests
- Discussions on strategic programme directions
- 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 up to two direct reports and may intermittently supervise other projects delegated to peace and security work.

## Level of Delegation

The position holder manages an operational budget up to FJ\$200,000 and can authorise up to \$5,000 of costs within budget.

## Additional Information

- PIFS advocates for equal opportunities, promotes environmentally sustainable practices, and champions health and well-being for its Staff.
- Incumbent is physically fit and able to travel frequently
- Holds 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 Secretariat 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 Team Leader Peace and Security.

International Staff Remuneration & Benefits		
Type	Description	Notes
<strong>Contract Terms</strong>		
<strong>Duration of contract</strong>	<ul style="list-style-type: none"><li>• Three years subject to a satisfactory medical examination and performance</li><li>• Six-month probation period</li><li>• The funding provided for this position is only for three years</li></ul>	<ul style="list-style-type: none"><li>• To ensure recruitment and retention of the best person for the position</li></ul>
<strong>Working hours</strong>	<ul style="list-style-type: none"><li>• Minimum of 37 hours per week</li></ul>	<ul style="list-style-type: none"><li>• Hours worked may be flexible to accommodate the needs of the Forum Secretariat</li></ul>
<strong>Salary</strong>		
<strong>Salary Scales</strong>	<ul style="list-style-type: none"><li>• Starting from <b>SDR 45,790</b> at Band 12 of our Salary scale (Equivalent to <b>FJD 142,028</b> based on 1 January 2026 foreign exchange rate).</li></ul>	<ul style="list-style-type: none"><li>• Currency: Special Drawing Rights (SDR)</li><li>• Salary may fluctuate based on currency conversion.</li></ul>
<strong>Benefits</strong>		
<strong>Superannuation</strong>	<ul style="list-style-type: none"><li>• 10% paid by employer</li></ul>	
<strong>Housing Allowance</strong>	<ul style="list-style-type: none"><li>• 75% of housing costs capped at FJD6,250 per month</li></ul>	<ul style="list-style-type: none"><li>• Reviewed every 3 years</li></ul>

<b>Education Allowance</b>	<ul style="list-style-type: none"> <li>75% of education costs per child per annum (max. 3 children). Benchmarked to International School Suva – Form 7 high school fees.</li> </ul>	<ul style="list-style-type: none"> <li>Dependents aged 4-22 years old only</li> <li>Reviewed annually</li> </ul>
<b>Recruitment Entitlement</b>		
<b>Airfares</b>	<ul style="list-style-type: none"> <li>Flights for you and dependents from your home country to Fiji</li> </ul>	<ul style="list-style-type: none"> <li>Direct and most economical route</li> </ul>
<b>Movement</b>	<ul style="list-style-type: none"> <li>Packing, insurance, shipping and delivery of furniture, household and personal effects. Includes vehicles but excludes marine craft.</li> </ul>	<ul style="list-style-type: none"> <li>Three quotes are required to be sourced.</li> <li>Additional customs duties will be at own expense.</li> </ul>
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>Hotel accommodation for 6 working days for you and your dependents.</li> </ul>	<ul style="list-style-type: none"> <li>On arrival and departure (nil meals &amp; incidentals)</li> <li>Extension of accommodation needs further approval depending on circumstances.</li> </ul>
<b>Insurance</b>		
<b>Health</b>	<ul style="list-style-type: none"> <li>Comprehensive medical insurance for you and your dependents under PIFS cover</li> </ul>	<ul style="list-style-type: none"> <li>Organised by the Forum Secretariat</li> <li>Subject to the conditions of the medical provider</li> </ul>
<b>Life &amp; Personal Accident</b>	<ul style="list-style-type: none"> <li>Term life insurance equivalent to three times the base salary is provided for staff.</li> </ul>	<ul style="list-style-type: none"> <li>Organised by the Forum Secretariat</li> <li>Subject to the conditions of the medical provider</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>You will be covered by the Forum Secretariat's travel insurance while on official travel outside Fiji</li> </ul>	<ul style="list-style-type: none"> <li>Organised by the Forum Secretariat</li> <li>Subject to the conditions of the medical provider</li> </ul>
<b>Family Provision</b>		
<b>School Holiday Travel</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>To enable parent-child reunion</li> </ul>
<b>Home Leave Travel</b>	<ul style="list-style-type: none"> <li>Airfares for return travel after 18 months service, for expatriate staff members</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>To enable staff to maintain contact with their home environment.</li> <li>Allowance is for <b>Airfares only</b></li> <li>Staff are required to use annual leave entitlement</li> </ul>
<b>Leave</b>		
<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>25 working days per annum (prorated)</li> </ul>	<ul style="list-style-type: none"> <li>Accrual allowed up to a maximum of 35 days</li> <li>To provide for leave for illness or accident</li> </ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>21 days per calendar year (prorated)</li> </ul>	<ul style="list-style-type: none"> <li>Balances reset each year</li> <li>To provide for leave for illness or accident</li> </ul>
<b>Relocation Provision</b>		
<b>Establishment Grant</b>	<ul style="list-style-type: none"> <li>SDR 2,500 on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>Settling in expenses.</li> </ul>
<b>Repatriation Grant</b>	<ul style="list-style-type: none"> <li>SDR 2,500 on repatriation.</li> </ul>	<ul style="list-style-type: none"> <li>Settle back in their home location</li> </ul>
<b>Tax Status</b>		
<b>Tax Exemption</b>	<ul style="list-style-type: none"> <li>Staff who are not nationals of the host country Fiji are exempt from income tax in Fiji.</li> <li>You will be responsible for confirming your tax status with your government and meeting any related obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Remuneration is tax-free in Forum member countries.</li> <li>It is the responsibility of the incumbent to check their tax status</li> </ul>

## 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, 27 February 2026, 5pm (Fiji time)**. 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](http://www.forumsec.org) where an information package containing the job description and remuneration details are also available.

General Information on the Pacific Islands Forum is available on the website.