



PACIFIC ISLANDS  
FORUM SECRETARIAT

# **PACIFIC ISLANDS FORUM SECRETARIAT**

Applicant Information Package

**LEGAL OFFICER**

**NOVEMBER 2019**

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## About The Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The 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 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.

For more information about PIFS visit [www.forumsec.org](http://www.forumsec.org).

## About the Governance & Engagement Team

The policy work of the Secretariat is divided into 3 broad divisions, Policy, Governance & Engagement, Programmes & Initiatives, which depicts the different stages of the regional public policy cycle.

The Governance & Engagement team is tasked with building strong and meaningful relationships with PIF Members and external stakeholders, and to understand their interests, as a means to advocate for, and advance the collective values and priorities of the PIF as one Blue Pacific continent.

## About the Position

The Legal Officer's role is to support the work of the Governance and Engagement Division, by providing support to the International Legal Advisor (ILA) in the discharge of the duties and responsibilities associated with the Key Responsibility Areas (KRAs) assigned to the ILA.

The position is expected to carry out legal tasks in support of the role of the ILA, other KRAs, as may be directed/approved by the Director Governance & Engagement (DGE) through the ILA; and to carry out any other duties and responsibilities as may be assigned by the Director and supervisor(s).

The incumbent will be an expert in drafting legislations and formulating legal opinions and advise through thorough research, analysis and translation of related legislations / literature. The Legal Officer must be able to determine own priorities, in discussion with the DGE & ILA, for the assigned workload and / or workplans. In addition, he/she should have a strong personal drive and integrity, including a commitment to finishing tasks and achieving a high standard of work, a willingness to learn and taking responsibility for mistakes.

## 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, refer Annex 1.

### 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 Director Governance & Engagement through the International Legal Adviser and will work closely with the Governance & Engagement Team to advance the responsibilities of the unit.

The Legal Officer will be responsible, but not limited, to the following Key Result Areas:

#### 1. Support the work of the ILA:

- Contributing to research, analysis and review of international and regional issues related to the priority areas, and as may be assigned by the ILA and or the Director, G&E;
- Contributing to the development of legal papers related to priority areas;
- Contributing to the development of legal opinions and advice to members on issues related to the priority areas; or as may be assigned by the Director G&E;
- Developing the necessary model laws to support implementation of international treaties and conventions;
- Support to members at international negotiations, or through convening of Regional conferences and workshops;
- Ensures that work in priority areas are progressing and/or concluded within set time-frames
- Regional coordinations achieved and reports are produced on time
- Capacity building

## **2. Oceans (Maritime Boundaries, BBNJ and Law of the Sea and UN Processes)**

- Provide Legal advice and technical support to the Secretariat and Members to advance the Leaders Oceans priorities, in collaboration with the relevant CROP Agencies, Partners and Members (current focus on the work around maritime boundaries and sea level rise, BBNJ negotiations and related national, regional and global processes (UN processes));

## **3. Nuclear Contamination and the South Pacific Nuclear Weapons Free Zone Treaty (Rarotonga Treaty)**

- Provide Legal advice and technical support to the Secretariat and Members to advance the Leaders decisions around the issue of nuclear contamination in the Pacific, in collaboration with the relevant CROP Agencies, Partners and Members (current focus on the work around support to Members impacted by Nuclear Testing Programs, an independent scientific assessment; and operationalizing the provisions of the Rarotonga Treaty;

## **4. Undertaking other delegated legislative duties, including:**

- Convening of Forum Meetings and Representation of the Forum's interests to relevant international bodies;
- Management of the Secretariat's treaty depositary role, and assistance in the provision of other in-house legal advice and services
- Manage the Secretary General's role as Depositary of regional treaties, and providing other in-house legal services and advice; Provide and assist in the analysis and facilitation of Forum membership/observer status applications; Contribute to the formulation and application of PIFS policies with legal implications; Coordinate the provision of legal assistance to Member countries as required.
- Legal advice and support to advance KRAs 1 and 2, including Forum meetings, regional policy development, and regional priorities (including SIS priorities) focused on climate change and disaster resilience, nuclear issues, regional security, fisheries, social inclusion, the 2030 Sustainable Development Agenda, good governance, and Post-Cotonou negotiations;
- Strengthen cooperation and engagement with legal advisers in CROP agencies, Member countries (PILON), and other regional and global partners to advance Leaders' priorities;
- The discharge of any other duties as may be assigned by the Director, Governance and Engagement.

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:

- Negotiating with capacity development providers to ensure technical assistance and capacity building reflects the national and regional priorities and that there is coordination of such assistance.

## **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 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:

- A Law degree (preferably postgraduate level or LLM) from a recognised institution;
- Minimum of five (5) years of experience in the field of law;
- Demonstrated experience and knowledge in the legal systems of FICs;

- Demonstrated experience and knowledge and an awareness of regional and international legal issues relevant to the regional role of the Forum Secretariat;

Other desirable knowledge and experience for the role would be an advantage, specifically:

- Knowledge and understanding of legal issues connected to the work in priority areas under the Legal and KRAs assigned to the ILA
- Experience in working in a cross-cultural environment
- Experience in working in a regional organization on oceans issues;
- Background and experience in international law

## Functional Relationships & Relationship skills

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

### External:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• All Forum AG offices, and concerned Government Ministries and representatives; relevant regional and international organizations and sectoral bodies</li> <li>• CROP Agencies</li> <li>• Capacity development providers</li> </ul> | } | <ul style="list-style-type: none"> <li>• Drafting Official circulars, letters, papers, emails sharing advisory material or information on Secretariat processes</li> <li>• Legal advise and briefs, monitoring and analysis, representing PIFS</li> <li>• Conversations during regional meetings to build understanding and address issues</li> <li>• Advocating of regional and international priorities of importance to the region</li> <li>• One-on-one meetings on topical issues</li> </ul> |
|---|---|---|

### Internal:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Secretary General and other members of Senior Management team</li> <li>• Other KRA Advisers</li> <li>• Other reporting officers &amp; Admin staff</li> <li>• Staff in other reporting lines</li> </ul> | } | <ul style="list-style-type: none"> <li>• Drafting legal advise and briefings on strategic and directions</li> <li>• Official internal communication seeking management approval/ endorsement of papers, presentations, and resource requests</li> <li>• Regular group meetings to share information</li> <li>• Informal one-on-one conversations</li> <li>• Emails and written briefings and/or seek inputs for work</li> <li>• Collaborative Inputs to papers and presentations</li> </ul> |
|---|---|---|

## Direct Reports

The role has no direct reports.

## Level of Delegation

The role cannot authorize any costs nor sign standard letter on Secretariat letterhead.

## Additional Information

- PIFS advocates for equal opportunities
- Incumbent is physically fit and able to travel frequently
- Hold a current passport valid 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 Forum Secretariat 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 & entitlements that accrue to the position of Legal Officer.

### Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position.
- *Practice:* The successful candidate will be entitled to a contract term of three years subject to a satisfactory medical examination and performance during a six-month probation period. On completion of three years at the Secretariat, a contract may be renewed for up to three (3) years based on performance, funding, and the need for the position, with a maximum employment term of nine (9) years.

### Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:  
Monday – Thursday: 8:30am – 5:00pm  
Friday: 8:30am – 4:30pm.

### Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs. Salaries for all Secretariat positions that are advertised internationally, are assessed annually compared to the reference markets which are the median of the Australian and New Zealand Public Service Sectors and the Fiji All Organisations market.
- *Practice:* This position is placed on the Officer Bands, is denominated in Special Drawing Rights (SDR) and paid in Fiji Dollars according to the average SDR/Fiji exchange rate for the preceding month. The starting salary will be in the range of **SDR 24,105 to SDR 34,214** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to, **FJD72,540 to FJD102,961**.

### Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act (currently 10%), which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

## **Housing**

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* Rental assistance equating to 75% of suitable standard accommodation is paid to incumbents of positions that have been advertised internationally. Maximum rates are reviewed annually.  
The maximum rental assistance payable is FJD3,000 per month or FJD 36,000 per annum in Suva. The assistance for overseas locations will be set following a review of the rental housing market.

## **Education**

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* 75% of actual costs of fees for tuition, board and sanctioned tutorials are reimbursed up to a maximum of FJD17,802 per child per annum (in Suva) and up to a maximum of FJD53,406 per family per annum. The assistance for overseas locations will be set following a review of the local school fees.

## **Recruitment & Repatriation Entitlements**

- *Principle:* To meet costs of travel, accommodation and for moving personal effects of staff and dependents to enable a move to the base station on recruitment and back to recognised home on repatriation.
- *Practice:* Airfares, packing and removal costs for staff, spouse and dependent children between point of recruitment and Suva will be facilitated and paid by the Secretariat. Hotel accommodation for 6 working days is provided for staff on arrival and on repatriation. Reasonable removal expenses (packing, insuring, shipping and unpacking) from place of recruitment and on end of contract. A 20-foot container is the family entitlement for this purpose.

## **Establishment Grant**

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 2,500 will be given to staff recruited from outside the greater Suva area.

## **Health/Life Insurance**

- *Principle:* To provide standard health insurance.
- *Practice:* 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 is provided for staff.

## **Annual Leave**

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 25 working days per annum.

## **Sick Leave**

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

## **School Holiday Travel**

- *Principle:* To enable parent-child reunion.
- *Practice:* One economy class return airfare per annum for a dependent child to visit their parent at the base station or one economy class return air fare for a staff member or spouse to visit their dependent child studying overseas.

## **Home Leave Travel**

- *Principle:* To enable staff to maintain contact with their home environment.
- *Practice:* After having completed 18 months service, expatriate staff members are entitled to home leave airfares provided they return for the remaining time of their



contracts. 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.

#### **Repatriation Grant**

- *Principle:* To assist staff from outside the base station settle back in their home location.
- *Practice:* A grant equivalent to SDR 2,500 will be given on repatriation.

#### **Tax Status**

- *Practice:* Remuneration is taxable for Fiji nationals and may be tax-free in Fiji for non-Fiji nationals. It is the responsibility of the
- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.

#### **Other Benefits**

- Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

### **Administrative Information**

The closing date for applicants is **20 December 2019**. 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.

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://www.forumsec.org) where an information package containing the job description and remuneration details is also available.

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