

## **Advertisement for Consultancy Pacific Islands Forum Secretariat**

### **Position: Smaller Island States (SIS) Officer (Republic of Kiribati)**

#### **Background**

The Smaller Island States (SIS) comprises of the Cook Islands, Federated States of Micronesia (FSM), Kiribati, Nauru, Niue, Palau, Republic of the Marshall Islands, and Tuvalu. In June 2016, the SIS Leaders, and later in September 2016, the Forum Leaders endorsed the SIS Strategy 2016-2020 as the strategic platform to ensure greater influence and presence by the SIS in shaping the regional policy agenda and direction within the Framework of Pacific Regionalism (the *Framework*). Maintenance of close collaboration and link to the SIS is critical to the work of the Pacific Islands Forum Secretariat (Secretariat). The SIS Officers were established within governments to effectively facilitate and implement the SIS work programme. As such, the key function of the SIS Officer is to provide an essential link between the Smaller Island States and the Secretariat, through the SIS Adviser to facilitate and coordinate the effective implementation and progress of decisions of SIS and Forum Leaders, and in particular the SIS Regional Strategy.

#### **Position Vacancy**

An existing opportunity exists in the Republic of Kiribati for an SIS Officer. The SIS Officer position is fully funded by the Secretariat and engaged through a consultancy contractual arrangement for three (3) consecutive years, commencing immediately, and will be based in the Ministry of Foreign Affairs and Immigration, Republic of Kiribati. The SIS Officer will be the main focal contact at national level and will work closely with the Secretariat and the Kiribati government to provide advice and support to the implementation of the SIS Regional Strategy 2016-2020.

This position attracts a consultancy fee of AUD\$25,000 per annum.

#### **Duties and Responsibilities**

- Ensuring that the SIS derive the fullest possible benefit from the *Framework* through the SIS Regional Strategy 2016-2020;
- Ensuring that SIS needs and aspirations are represented;
- Providing practical advice to SIS on the implementation of their commitments under the SIS Strategy and the *Framework*;
- Providing in-country capacity to allow the SIS to further realize the benefits of current and future regional assistance in areas other than those identified in the SIS Regional Strategy;
- Advocating the special and particular needs of SIS with the ultimate aim of mainstreaming these needs into the Secretariat's work programme and where possible, those of other CROP agencies;
- Providing support (if needed) at the SIS Officials and Leaders meetings;

- Coordinating projects that are specifically targeted at assisting SIS development needs.
- Liaise with and advise the Government on the need to streamline and integrate relevant SIS Strategy and *Framework* initiatives into its planning and budgeting processes.
- Assist Government in the implementation of Forum Leaders' decisions and in particular, decisions which reflect the development needs of the Smaller Island States.
- Monitor and evaluate the implementation of SIS and Forum Leaders' decisions at the national level.
- Conduct quarterly roundtable consultations with Government and stakeholders to report on the status and progress in the implementation of SIS and Forum Leaders' decisions and the SIS Officer Work programme.
- Assist in developing annual work plans (AWP) for the SIS Unit based on Forum Leaders' decisions.
- Develop an individual annual work plan in line with the SIS Unit AWP based on Forum Leaders' decisions.
- Provide monthly progress reports on activities based on the quarterly work plan.
- Provide six-monthly work plans identifying activities and outputs for the next six months in line with the individual AWP.
- Identify and analyse development issues/challenges at the national level and in liaison with the SIS Unit, and develop "prioritized country development needs profiles".
- Streamline development priorities and donor funding matrix, where applicable, in consultation with the SIS Programme Adviser.
- Develop national guidelines for evaluating and prioritizing SIS Development Fund project submissions.
- At the national level, evaluate SIS Development Fund project proposals before submission to the Secretariat's SIS Unit for final approval.
- Monitor and evaluate the progress of projects funded under the SIS Development Fund.
- Assist Project Recipients in the submission of financial reports, acquittals and final completion narrative reports on SIS Development Fund Projects. These reports to be submitted one month after completion of projects funded under the SIS Development Fund.
- Work closely with national Government at all levels to facilitate the implementation of AWP.
- Advocate for the Secretariat, Council of Regional Organizations in the Pacific (CROP) agencies and SIS Unit work at the national level.
- Facilitate logistics during visitations from Secretariat staff.

## Qualifications

Essential:
<ul style="list-style-type: none"> <li>• Bachelor Degree in Economics; Development; Public Administration and Management, International Relations or any other relevant field.</li> <li>• Excellent computer based skills including word processing and spreadsheet applications;</li> </ul>

## **Knowledge / Experience**

Essential
<ul style="list-style-type: none"><li>• 5 or more years professional experience in government or relevant organization at middle management level</li><li>• Have an excellent understanding of Smaller Island States development issues and challenges</li><li>• Familiarity with donor government and CROP agency procedures</li><li>• Ability to work well with a small team of professional staff</li><li>• Excellent oral and written communication skills and the ability to positively influence others</li><li>• Understands and is responsive to the needs of all stakeholders</li><li>• Strong interpersonal skills</li><li>• Focused on quality in every aspect</li><li>• Utilizes smart work practices</li><li>• Committed to team work</li></ul>

## **Citizenship and Residence**

- The person must be a citizen of and domiciled in the Republic of Kiribati