



**Maxumise Fiji** is seeking to recruit a qualified and competent candidate for the Pacific Islands Development Forum for the position of Secretary General.

The Pacific Islands Development Forum (PIDF) is an international intergovernmental organisation and is owned and run by the Small Island Developing States and Territories of the Pacific and focuses on inclusive and sustainable development needs and aspirations. PIDF provides for an inclusive multi-stakeholder forum where governments, private sector and civil society participate as equals.

**This position is available to all Pacific SIDS memberships except Fijian citizens.**

## SECRETARY GENERAL

The Secretary General has overall responsibility for the management and administration of the Secretariat to support members through regional leadership, genuine partnerships and innovative mechanisms, reporting to the Governing Council through the Senior Officials Committee and the Executive Board.

The person Maxumise seeks to recruit will need to have the following to be considered for the position:

- Strategic Leadership of PIDF
  - PIDF's Strategic Plan implemented in accordance with organisation's mission, core values and beliefs
  - Strategies to strengthen the financial resource base of the Secretariat developed and implemented
- Membership Support Services
  - Effective and strategic communication and protocol management
  - Inclusive strategies, multi-stakeholder governance and genuine partnerships
  - Resources successfully mobilised to meet membership strategic aims and program requirements
- Research and Development
  - Policy research and development services for program development and funding
  - New ideas and innovative approaches are 'brought to the table'
  - Monitoring and evaluation are embedded in all PIDF programs and services
- PIDF Program and organisational management
  - Robust and transparent management processes and procedures
  - PIDF is compliant with all relevant legislative and regional frameworks
  - The PIDF Secretariat, human and financial resources, institutional assets are managed efficiently and effectively

To be considered for this position, applicants must have a University Degree in Management, Economics, and International Development. The full role description is available on request.

The candidate should also have demonstrated competence in:

- A senior management position in a complex organisation
- Strong understanding of principles and practice of good governance
- Strong background in regional leadership (government, private or civil society)
- Understanding of the impact of the environment on economic and social development
- Long standing experience working in the Pacific Island Nations at senior policy and diplomatic levels

The successful candidate is expected to assume the position immediately after the Third Summit in September later this year.

**Further Details:** Role descriptions and further details are available on the **Maxumise** Facebook or [www.maxumise.com](http://www.maxumise.com)

**Contact:** Doreen +679 330 3137

**How to Apply:** Email applications with the subject "Secretary General" to [jobs@maxumisefiji.com](mailto:jobs@maxumisefiji.com)

**Closing Date: 28<sup>th</sup> July, 2015**

