



Position Description

Vacancy Title: Secretary General PIDF

Version: 1

Location: Fiji

Reports To:

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.

Objective

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.

Outcomes

1. Strategic Leadership of PIDF
 - The PIDF Secretariat, assets and financial resources managed efficiently and effectively
 - PIDF's Strategic Plan implemented in accordance with organisation's mission, core values and beliefs
 - Management and staff empowered to deliver required results
 - Strategies to strengthen the financial resource base of the Secretariat developed and implemented
 - Appropriate organisational policies and procedures developed and implemented
 - Strong regional relationships with PIDF's key stakeholders in the Pacific Island countries established through diplomacy and advocacy
 - PIDF represented at relevant international forums and meetings
 - Effective and productive working relationship with the Governing Council.
2. Membership Support Services
 - Effective and strategic communication and protocol management support an informed membership and their stakeholders
 - Advocacy and representational services delivered
 - Shared commitment from of all sectors - government, private and civil society - to achieve PIDF Vision
 - Inclusive strategies, multi-stakeholder governance and genuine partnerships successfully advocated and managed
 - Resources successfully mobilised to meet strategic aims and program requirements
 - Member activities coordinated with relevant forums for member countries organised and productive
3. Membership Capacity Services
 - Membership capacity to advocate for green/blue economic and social development is enhanced
 - Advocacy capability supported for members
 - Education resources for member stakeholders developed and made available
 - Information sharing mechanisms developed and used by members to support PIDF agenda
4. Research and Development
 - Policy research and development services meet the needs of members in program development and funding
 - New ideas and innovative approaches are 'brought to the table' for members consideration
 - Monitoring and evaluation are embedded in all PIDF programs and services
 - Library services ensure efficient and effective access to information required to inform the PIDF agenda and programs
5. PIDF Program and organisational management
 - PIDF governance is best practice, particularly including robust and transparent management processes and procedures
 - PIDF is compliant with all relevant legislative and regional frameworks, as well as the principles of good governance
 - Financial and outcomes reporting is timely and complete for programs and projects, donor requirements and executive management
 - Risk management incorporated into all planning and reporting
 - The Governing Council is supported to ensure it is an effective and credible body to its members and stakeholders
 - Day to day management of corporate services is cost effective and meets the needs of the organisation
6. PIDF image, standards and values upheld at all times

Responsibilities - Key Competencies

| Competence | Description |
|-------------------------------|--|
| Business | |
| Strategic Development | Shape the future direction of the organisation. |
| Business Performance | Formulate and manage the performance management strategy for the organisation |
| Risk Management | Manage risk strategies for the organisation. |
| Change Management | Establish the new direction and drive the change process. |
| Planning | Develop long term operational or business plans. |
| Resource Management | Ensure organisational success by managing the resources while considering priorities, barriers and obstacles. |
| Information Analysis | Research and evaluate the options to make informed decisions based on available information. |
| Communication | Promote open communication and the expression of different viewpoints. |
| Customer | |
| Customer Commitment | Create an organisational environment which focuses on customers and supports continuous improvement. |
| Promotion | Capitalize on opportunities for the promotion of new and existing products/services. |
| Commercial Focus | Manage decisions relating to the ongoing commercial viability of the organization. |
| Relationship Building | Identify and establish mutual relationships to achieve the strategic goals e.g. joint business projects. |
| Quality Focus | Develop quality standards for the organisation. |
| Organisational Values | Create a culture that fosters high value standards. |
| Social and Cultural Awareness | Create an organisational environment which promotes tolerance, empathy and caring. |
| People | |
| Leadership | Communicate and promote a vision and a path to the future. |
| Facilitation | Remove organizational barriers and obstacles to ensure success. |
| Problem Solving | Develop and prioritise a course of action to satisfy a set of conflicting objectives or agendas. |
| Negotiation | Maintain a balanced approach demonstrating both empathy and focusing on facts, problems and solutions |
| Innovation | Improves performance by developing concepts that are unique, leading edge, or new to the organisation. |
| Learning | Encourage others to discover and realize their potential in line with the future business directions |
| Professional | |
| Global Environment | Predict global trends and pressures incorporating economic responses into the organization's strategic business. |

Qualifications

| Qualification | Discipline |
|---|---|
| Preferred | |
| Degree | Management, Economics, International Development |
| Desirable | |
| Higher Degree incl. Post Grad Cert or Dip | Economics, International Development or related fields. |

Work Knowledge and Experience

- Demonstrated successful experience in a senior management position in a complex organisation
- Strong background in regional leadership (government, private or civil society)
- Demonstrated 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

Requirements

Language Proficiency

Excellent command of English

Proficient in another relevant language

Regulatory Compliance Requirements

Police Clearance

Interactions

Internal

All staff

Executive Team

External

Auditors

Board Members

Donors

Educational Institutions

Embassy Staff

General - Council Members

Governments

Line Ministries

Media

Members and advocacy groups

NGO's / CSO's

Partners

Research Organisations

Statutory Authorities

Suppliers

Attributes

Behavioural

| | |
|--------------|--|
| Accountable | Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal |
| Achiever | Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment. |
| Energetic | Constantly active and driven to put in effort. Works hard to promote an enterprise |
| Enthusiastic | Shows high levels of excitement and interest, and expresses positive feelings |
| Innovative | Devises new and creative ways to do things comes up with original ideas |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty |
| Reliable | Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work |

Interpersonal

| | |
|-----------------------------|---|
| Extrovert | Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations |
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgment |
| Realistic | Shows concern for facts and reality, rejecting the impractical |
| Self Sufficient and Assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities |
| Team Oriented | Enjoys being with others as part of a group or team |

Thinking

| | |
|--------------------------|---|
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Challenger | Queries, tests information/beliefs and provokes thought |
| Decisive | Reaches conclusions, promptly and firmly |
| Disciplined / Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach |
| Holistic Thinker | Considers issues/situations as a whole rather than analysing or dissecting the parts |
| Initiative | Takes action and makes decisions without the help or advice of other people |
| Intuitive | Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason |
| Well Organized | Controls tasks in a well thought out and critical manner |

How To Apply

Email applications with the subject "Secretary General" to jobs@maxumisefiji.com

Closing Date: 28 Jul 2015