

Human Resource Project Officer

About the Pacific Islands Forum Secretariat

PIFS is an Employer of Choice in the region, aiming to recruit and employ staff based on merit and organisational needs, and ensures that employment selection upholds its values and commitment to Forum membership, gender balance and building a diverse and inclusive organisation. 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 twelve of the eighteen Forum member countries.

About the Opportunity

The Forum Secretariat invites suitably experienced and qualified individuals to apply for the position of the Human Resource Officer Project Officer will provide support to the Team Leader in achieving the team's strategic objectives, and by acting as the HR lead on a range of different projects and initiatives. Responsibilities include, but not limited to:

- HR Initiatives and Projects;
- Change Management;
- Stakeholder Coordination; and
- HR Generalist.

Applicants should have a university bachelor's degree or equivalent in Human Resource Management, General Management/Business, Psychology, Sociology, Education or a related discipline (a post-graduate qualification in HRM or similar would be desirable) with substantial experience and excellent understanding in HR best practice and ability to apply this to project planning and implementation. Also experience of working in a multicultural environment in a regional or international organisation and in respect of Gender Equality, Diversity and Inclusion issues

About the Benefits

The position carries a competitive and attractive remuneration and benefits package including medical and life insurance, education and housing allowance. The position is placed at our Officer band of our scale with a starting base salary range from **SDR27,494 to 31,020** (equivalent to FJD81,223 to FJD91,640) per annum. Amounts are based on 1 January foreign exchange rate but your final salary will be dependent on foreign exchange rates at the time of payment.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the position description and full remuneration details is available. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees. To be eligible for this position, the applicant must be a national of a Forum member country*. Applicants must be willing to travel periodically via economy class.

Deadline for applications is at 5pm (Fiji time), 31 March 2023.

* 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.