



## POSITION DESCRIPTION

POSITION TITLE	<b>Operations and Secretariat Manager</b>
DURATION	3 years with the opportunity for extension
LOCATION	Samoa
POSITION REPORTS TO	PACER Plus Implementation Unit (IU) Head

### ABOUT THE PPIU

The PACER Plus Implementation Unit (PPIU) was established on 21 July 2021, and the Host Agreement was signed with the Government of Samoa on 9 September 2021. The PPIU's main objective is to assist Parties to the Pacific Agreement on Closer Economic Relations (PACER) Plus to implement the Agreement and related arrangements by managing the delivery and implementation of the Development & Economic Cooperation Work Programme. The Work Programme helps the eight Pacific PACER Plus Parties (the Cook Islands, Kiribati, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) to strengthen their capacity to benefit from regional and international trade and contribute to economic growth and sustainable development. It coordinates delivery of the Work Programme, provides technical and operational support to Parties, facilitates engagement among Parties and stakeholders, and supports monitoring and reporting on progress.

The PPIU operates in accordance with its Constitution and supports the governance arrangements of the Agreement, including providing support to the PACER Plus Joint Committee and Budget Committee as required.

### ROLE PURPOSE AND EXPECTED OUTCOME

The Operations and Secretariat Manager will be responsible for assisting the Implementation Unit (IU) Head to manage and deliver the operational functions of the IU, ensuring operational efficiency and meeting quality assurance requirements of the Parties. The Operations and Secretariat Manager will oversee the IU office management with support staff and ensure that IU processes and procedures are effectively implemented. The role will require significant budget, financial management and procurement skills, and will lead the development of the PPIU's annual work plan budgets and financial reporting. The role will provide Secretariat services to the Joint Committee (JC) and other PACER Plus Committees.

## **KEY RESPONSIBILITIES AREAS**

To achieve the expected Outcomes the Operations & Secretariat Manager will perform the following roles and responsibilities.

### **1. Lead and manage all operational functions including finance, HR, IT, procurement and logistical services**

- Coordinate and manage operational and administrative support to the IU, ensuring all IU policies, processes and procedures are effectively implemented. This will include management of IU office operations, including procurement and supplier management, recruitment, contracting and adviser support, information management/ICT, office maintenance and supervision of IU office support staff.
- Oversee planning and implementation of procurement according to the PPIU Operations Manual and PPIU Constitution and assist with the design of procurement documentation
- Responsible for financial management of IU funding and ensuring IU funds are managed in compliance with relevant procedures, including delegations of authority, and the PPIU Operations Manual and PPIU Constitution.
- Provide regular financial monitoring and reporting, including provision of financial advice to the IU Head, and PACER Plus Joint Committee and Budget Committee, to facilitate management planning, governance and decision-making, budget preparation, financial reporting and forecasting.

### **2. Oversight and Management of Human Resource function**

- Oversee the recruitment & selection, onboarding, benefit administration, payroll, HR policy implementation and compliance, succession planning, performance management, learning & development and culture for PPIU Staff.
- Implement and manage performance management systems, including appraisals, coaching, training, and career development initiatives to enhance employee productivity and growth.
- Drive a positive and inclusive organizational culture by managing employee relations, resolving conflicts, and strengthening engagement and communication across all levels.
- Manage employee lifecycle processes, including onboarding, development, disciplinary actions, and offboarding, ensuring fairness, consistency, and confidentiality.
- Provide strategic HR insights and support to leadership, contributing to workforce planning, succession planning, and overall organizational effectiveness.

### **3. Organisational Development and Continuous Improvement.**

- Provide Secretariat services to the Joint Committee, the Budget Committee and other PACER Plus Committees and working groups.
- Provide administrative and logistical support to Parties to ensure the successful delivery of PACER Plus meetings, conferences, training, and learning events.
- Build and foster effective relationships and networks across a range of national and Pacific regional stakeholders, including governments, industry and business groups, non-government organisations, development partners, and key regional and multilateral stakeholders

- Contribute to other aspects of PPIU management and Secretariat support, including annual planning and reporting, performance reporting, and Committee meeting papers and briefings.
- Provide input into the design of PACER Plus activity templates and contribute to the development and implementation of other streamlined systems and tools for implementation of the Development and Economic Cooperation Work Programme.
- Mentor and provide guidance to Pacific secondees to the PPIU.
- Other tasks as may be required relating to the implementation and management of PACER Plus activities.

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- A University degree (bachelor's degree or equivalent) in economics, accounting, finance, or international trade or a related field.
- At least 10 years' experience in a senior operational management position, preferably in an international development or aid for trade organisation, in the Pacific.

### **Competencies & Skills**

#### **Essential**

- Excellent financial management skills, including budgeting, forecasting and financial planning and reporting.
- Technical knowledge of operational management roles, including procurement and supplier management, Human Resources and recruitment, contracting, information management systems, security and office maintenance.
- Demonstrated experience providing high-level Secretariat services to peak decision-making bodies.
- Demonstrated experience in building and managing constructive relationships in the Pacific across a range of stakeholder groups.
- Strong practical experience in leading and developing a team.

#### **Desirable**

- Excellent interpersonal, written, and verbal communication skills (English and preferably a Pacific language).
- Highly competent in the use of Information and Communication Technologies including the Microsoft Application Suite, file storage, maintenance and cyber security.
- Project management experience in the Pacific is highly desirable.
- Experience in the operational delivery of development or aid for trade programs.

**Personal specifications**

- Ability to mentor, motivate, and transfer skills to colleagues in the Pacific context.
- Ability to communicate effectively and work with people of diverse cultures and backgrounds.
- Ability to build rapport and productive relationships with colleagues and external stakeholders across public, private and non-government sectors in a Pacific setting.
- Excellent organisation skills, professional approach, timely delivery and responsive.
- Positive team player, with strong mentoring/peer support approach.