POSITION DESCRIPTION

POSITION TITLE	**Trade Advisor - Trade in Services, Investment & Movement of Natural Persons**
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 Advisor provides strategic and technical advice on trade policies, regulations, and agreements to support PACER Plus Parties in advancing **Trade in Services, Investment and Movement of Natural Persons** matters. The position is responsible for delivering technical assistance to strengthen capacity, promote regulatory alignment, and support regional integration, with the aim of facilitating growth in trade in goods. The Advisor engages closely with PACER Plus Parties, private sector stakeholders, and regional and international partners to identify and address barriers to trade and to contribute to sustainable economic development across the Pacific.

KEY RESPONSIBILITY AREAS

1. Trade Strategy and Networks

- Lead country-specific assessments to identify priorities, gaps and opportunities in Trade in Services, Investment and Movement of Natural Persons, aligned with national development priorities, PACER Plus commitments and the DEC Work Programme.
- Manage Short-Term Advisers and technical experts to deliver high-quality technical assistance across the Trade in Services, Investment and MNP portfolio.
- Prepare high-quality policy papers, technical briefs and strategic advice to support evidence-based decision-making by PACER Plus Parties and the Joint Committee.
- Build and maintain strong partnerships with PACER Plus Parties, regional organisations, development partners and the private sector to strengthen coordination, policy dialogue and implementation of regional priorities.
- Promote collaboration and knowledge sharing across PPIU technical portfolios to support integrated trade policy, regulatory reform and the effective utilisation of PACER Plus opportunities.

2. DEC Work Programme Management and Delivery

- Lead the implementation of the Trade in Services, Investment and Movement of Natural Persons components of the DEC Work Programme by working closely with PACER Plus Parties to translate regional priorities into country-led annual work plans.
- Provide high-quality technical advice to ensure Annual Plans, activity designs and Terms of Reference are strategically aligned with national priorities, PACER Plus commitments, the DEC Work Programme and identified Trade-Related Technical Assistance (TRTA) needs.
- Coordinate with National Coordinators, government agencies, regional organisations, development partners and the private sector to promote effective implementation, strengthen partnerships and maximise the impact of technical assistance.
- Monitor the delivery and quality of activities to ensure they meet PPIU standards for development effectiveness, results-based management, monitoring and evaluation, procurement, financial accountability and risk management, while contributing to the achievement of DEC Work Programme outcomes.

3. Programme Delivery, Monitoring, and Results

- Plan, coordinate, and manage TRTA support and activity implementation to ensure timely, high-quality delivery within budget.
- Oversee financials, risk, quality assurance, monitoring, and reporting across trade in services, investment and movement of natural persons approved activities.
- Develop and implement clear results frameworks and evidence-based reporting in collaboration with MELA and Performance teams.
- Integrate cross-cutting priorities (gender, disability, social inclusion, climate) and apply adaptive management informed by learning.

4. Governance, Secretariat, and Organisational Support

- Contribute to Secretariat functions, including preparing briefing materials and supporting informed discussions across key committees.
- Represent and report to governance bodies, leading discussions on strategic analysis outcomes and implications.
- Strengthen internal monitoring, reporting, communications, and annual planning to improve organisational performance.
- Mentor team members, build institutional capability, and ensure full compliance with policies, procedures, and standards.

QUALIFICATIONS AND EXPERIENCE

Essential

- A University degree (Bachelor's degree or equivalent) in economics, international development or equivalent. Post Graduate Qualifications desirable.
- At least 10 years of experience in trade facilitation, trade policy, capacity development, trade advisory roles in the Pacific region.
- Proven ability to design, analyse, and implement effective trade policies.

Competencies & Skills

Essential

- Strong knowledge of international trade policy and regulatory frameworks relating to Trade in Services, Investment and Movement of Natural Persons, including regional and multilateral trade agreements, with an understanding of the Pacific Island context.
- Good understanding of the policy, regulatory and institutional challenges and capacity-building needs of Pacific Island countries in Trade in Services, Investment and Labour Mobility, from both public and private sector perspectives.
- Demonstrated understanding of trade and economic development principles and the role of Trade in Services, Investment and Movement of Natural Persons in promoting sustainable and inclusive economic growth in the Pacific.
- Understanding of inclusive trade approaches and the integration of gender equality, disability and social inclusion (GEDSI), human rights, climate resilience and environmental sustainability into trade policy, programme design and implementation.
- Excellent written and verbal communication skills, including the ability to prepare high-quality technical reports, policy briefs and advisory papers for diverse audiences.
- Strong stakeholder engagement, negotiation and influencing skills, with the ability to build effective partnerships across government, the private sector, regional organisations and development partners.
- Demonstrated understanding of results-based management, monitoring, evaluation and learning, and the delivery of high-quality technical assistance programmes.
- Sound understanding of procurement, risk management and development partner funding requirements in the delivery of technical assistance programmes.

Desirable

- Sound understanding of development principles and the socio-economic context of Forum Island Countries, and their application to Trade in Services, Investment and Movement of Natural Persons;

Personal specifications

- Ability to mentor, motivate, develop effective teams and transfer skills to staff and stakeholders in the Pacific context.
- Ability to establish rapport, communicate effectively and work with people of diverse cultures, backgrounds and education.