

# POSITION DESCRIPTION

## SMALLER ISLAND STATES OFFICER (NIUE)

### About the Smaller Islands States (SIS) Grouping

In 1991, the then South Pacific Forum recognised the special development needs of the Smaller Island States and on 16-17 January 1992, the Inaugural Summit of the Smaller Island State Leaders was held in Rarotonga, Cook Islands.

The Smaller Island States (SIS) of the Pacific Islands Forum represent the most vulnerable of Forum Island Countries and its membership comprises of Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of the Marshall Islands, and Tuvalu.

Against a background of ‘unique and particular’ vulnerabilities linked to their small size, lack of natural resources, and remoteness, SIS face a range of development challenges that limit their capacity to ensure resilience and long-term sustainable development.

The SIS Grouping forms a part of the broader Pacific Islands Forum which was founded in 1971. The PIF is the region’s political and economic policy organisation. The SIS and PIF groupings are supported by the Pacific Islands Forum Secretariat (PIFS) whose work is driven by its membership and guided by the **2050 Strategy** as:

*“Our opportunity to engage with and shape the most significant dynamics and influences on our region, in order to secure our long-term wellbeing and prosperity. Through the Strategy, we will ensure we are resilient and ‘future-ready’ by being able to anticipate, prepare for and respond to hazardous climate events, geopolitical and security trends, and other unanticipated shocks.”*

### About the SIS Position and Core Accountabilities

The SIS Officer position is based in the Department of External Affairs and will support Niue’s participation to regional processes across the CROP agencies. The position has two distinct duties and responsibilities, as outlined below:

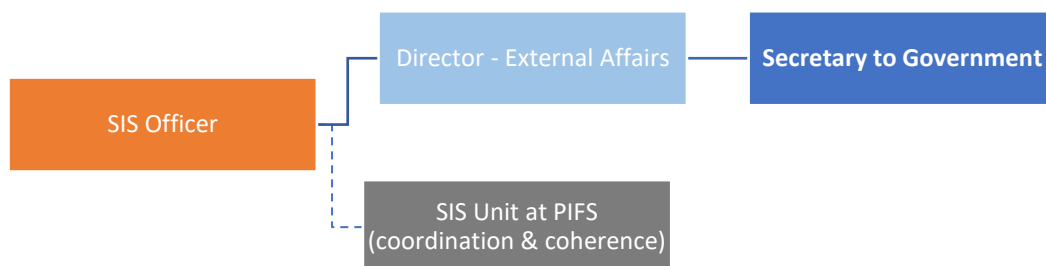
National-level Reporting	Regional Reporting
In terms of the day-to-day operations within the Department, the role will provide support as required and directed by the supervising officer.	Support the coordination and facilitation of CROP missions in-country.
Preparation of national briefs, as required, to support Niue’s participation at regional and global fora.	Coordinate national reporting against the 2050 Implementation Plan and Indicators on an annual basis.
Provide research and technical assistance in the areas of formulation and implementation of National/Regional Policy Frameworks; and analysis of technical issues, including the	Act as focal point for SIS matters in-country.

analysis, synthesis and consolidation of background materials and reports.	
Support the socialisation and visibility of the 2050 Strategy and its Implementation Plan, in-country.	

### Reporting Structure for the position

The SIS Officer position reports to the Secretary to Government through the Director External Affairs. Performance management and assessment for this position will align with the national processes in the Government of Niue for equivalent level roles.

The SIS Officer will work in close collaboration with the SIS Unit at the Forum Secretariat to support coherent coordination and knowledge sharing across SIS Member States.



### Qualifications and experience required for the Role

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies:

- Bachelor's degree in economics; Development; Public Administration and Management, International Relations, or any other relevant field.
- Excellent computer-based skills including word processing and spreadsheet applications; Demonstrated experience in strategic and budget/financial management, including institutional planning and strengthening.
- 2 or more years professional experience in government or relevant organization at middle management level.
- Have an excellent understanding of Smaller Island States Development Issues and Challenges and familiarity with donor government and CROP agency procedures.
- Ability to work well with a small team of professional staff.
- Excellent oral and written communication skills and the ability to positively influence others
- Demonstrates strong interpersonal skills and understands and is responsive to the needs of all stakeholders.
- Focused on quality in every aspect.
- Committed to teamwork.

***This position is open to Niueans only.***