

Position Description

Short-Term Project Administrator/Manager

Location: Candidate's work location

Duration: Up to six months (fixed term)

Availability: Early January 2021

Key functions

The Parties to PACER Plus will appoint a suitably qualified and experienced person to work as a short-term project administrator/manager for the interim virtual Implementation Unit, reporting to the DFAT on behalf of the PACER Plus Interim Arrangements Working Group. The project administrator/manager will be responsible for:

- Developing and using meeting processes and related templates (agenda, outcome statements, meeting papers) to support the first Joint Committee and subcommittee meetings
- Providing secretariat and logistical support to the inaugural Joint Committee, Budget Sub-Committee, Pacific Labour Mobility meetings and Interim Arrangements Working Group
- Collaborate with other team members (currently planned to be two specialist trade advisers) and contribute to preparatory planning and actions prioritised for establishment of the IU
- Contributing to the development and use of streamlined processes to fast-track early priority DEC activities for approval
- Building and maintaining effective working relationships with PACER Plus Parties, and other relevant stakeholders, e.g. government, business and business groups, civil society, regional and multilateral organisations
- As required and under the direction of the person nominated by the Signatories, contributing to the development of policies, systems and processes to implement PACER Plus.

See Appendix A for background information on PACER Plus and Appendix B for Administrator Terms and Conditions.

Reporting, Accountability and Working Relationships

The JC is the PACER Plus Governing Body comprising senior representatives of the PACER Plus Parties, which is responsible for implementation and operation of the Agreement and the associated DEC Work Programme. A Budget Subcommittee will provide financial oversight of the IU's operations and delivery of the DEC Work Programme and will report

on these to the JC. Three technical subcommittees¹ will lead on technical implementation of the Agreement.

In the interim period between the Agreement's entry into force and when the permanent IU will be established and functional, a short-term virtual Implementation Unit will be established. The three temporary staff will be contracted to DFAT, and report operationally to the PACER Plus Interim Arrangements Working Group. The short-term, virtual team will support execution of an inception strategy set by the JC.

Once established, the IU will be ultimately accountable to the JC through the IU Head. The IU will take strategic direction from the JC. The IU Head and other staff will report to and work with the BSC, on an operational basis. The Unit will coordinate with Parties to the Agreement and relevant organisations to implement the Work Programme.

See Appendix A for information on the IU structure and its key relationships.

Qualifications, Skills and Experience

The short-term project manager will have the following qualifications, skills and experience:

- At least 5 years' experience working with government, civil society, or regional or development organisations in project management and operations in the Pacific
- Demonstrated ability to provide high-level secretariat support
- Demonstrated ability to build relationships and work collaboratively in a multi-disciplinary environment
- Proven project management and organisational skills, in particular, strong planning and reporting skills
- Able to communicate effectively with excellent written and verbal communication skills in English
- Strong representation, communication and interpersonal skills.

Preferable

- Relevant qualifications in project management or business management.
- Experience in development project (or similar) planning, delivery and reporting
- Budget and financial management skills
- Knowledge of Pacific trade or aid for trade initiatives and policy.

Assessment Criteria	Weighting
Project management and operations experience, ideally in a trade or aid for trade context in the Pacific	30%
Demonstrated ability to provide high-level secretariat support in government, business, regional or civil society organisations	30%

¹ i) Committee on Trade in Goods, Rules of Origin and Customs Procedures; ii) Committee on Sanitary and Phytosanitary Measures and Technical Barriers to Trade; iii) Committee on Services, Movement of Natural Persons and Investment

Demonstrated written communication skills (in English), and monitoring and reporting skills and experience	25%
Inter-personal and relationship management skills	15%
Total	100%

Selection process

The Parties to PACER Plus will appoint a person to work as a short-term project administrator/manager for the interim virtual Implementation Unit. Because the formal IU has not yet been established, the interim virtual IU will be enabled by the Interim Arrangements Working Group and report operationally to DFAT.

The appointed person will be drawn from a Pacific Island signatory country (i.e. not Australia or New Zealand). The selection process will be administered by DFAT and MFAT, under the operational direction of the PACER Plus Interim Arrangements Working Group, and consistent with the inception strategy set by the JC. DFAT procurement guidelines will be used to recruit and contract this position, using the following selection process:

- Interim Arrangements IU recruitment panel consisting of one representative each from Australia and New Zealand
- TOR circulated by signatories to targeted Pacific institutions (e.g. Ministries, organisations or companies) in signatory countries with potential candidates suitable for this short-term position
- Applications for requested by a deadline date not more than 14 days from circulation of TOR
- Applications to consist of an up-to-date CV and cover letter addressing the selection criteria
- Applications appraised by recruitment panel, assessed against selection criteria and shortlisted for interview (no more than 3 candidates interviewed)
- Shortlisted candidates interviewed by recruitment panel and top 2 candidates identified for reference checks and related due diligence
- Recruitment panel documents results and makes a recommendation to PACER Plus Interim Arrangements Working Group for selection of preferred candidate
- PACER Plus Interim Arrangements Working Group confer with SOM and reach consensus on preferred candidate
- PACER Plus Interim Arrangements Working Group request DFAT to second/contract preferred candidate using appropriate legal construct and related remuneration package.

Appendix A: PACER Plus

Background

The Pacific Agreement on Closer Economic Relations (PACER) Plus² is a landmark trade and development agreement that was signed by 11 Forum Island countries (FIC) in 2017: Australia, Cook Islands, Kiribati, Nauru, New Zealand, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu. At the same time, the 11 countries signed accompanying Arrangement on Labour Mobility (LMA) and an Implementing Arrangement. Eight countries have now completed their internal requirements and ratified PACER Plus: New Zealand, Australia, Samoa, Kiribati, Tonga, Solomon Islands, Niue and Cook Islands. Nauru, Tuvalu and Vanuatu are yet to ratify the Agreement. PACER will enter into force for the eight countries which have ratified the Agreement on 13 December 2020.

The Agreement covers goods, services and investment. It aims to lower barriers to international and intra-regional trade, provide greater certainty for businesses, raise living standards, create jobs and increase exports across the Pacific. PACER Plus will increase FICs' production capacity and exports, support their economic and trade diversification and competitiveness efforts, attract investment, and lead to the creation of jobs. This will be of particular importance in the COVID-19 environment, which has had devastating impacts on Pacific economies.

The intended benefits of PACER Plus are:

- a more predictable trading environment for businesses
- more consistent and transparent rules throughout the region on sanitary and phytosanitary measures (SPS), technical barriers to trade (TBT), and customs procedures
- more liberal and product-specific rules of origin (ROO) for trade in goods
- increased investment in the region, in particular by New Zealand and Australian investors into FICs
- greater certainty around tariffs for exporters
- more opportunities for trade-related development assistance for FICs.

Development Cooperation

Once the Agreement enters into force, Pacific Parties will benefit from an initial five year \$AU25.5 million Development and Economic Cooperation (DEC) Work Programme, jointly funded by Australia and New Zealand (the Funding Participants)³. The successful implementation of the Work Programme will support FICs to strengthen, diversify and build their economies' resilience by integrating with regional and international goods, services, labour and investment markets, thereby fostering growth and prosperity.

In addition to the DEC Work Programme, New Zealand has committed 20 percent of its total ODA for aid for trade in the Pacific and Australia has committed 20 percent of its Pacific Official Development Assistance (ODA) for aid for trade in the Pacific. This additional assistance will build trade capacity, enhance infrastructure and improve the ability of countries to benefit from trade opportunities such as those under PACER Plus.

² [Pacific Agreement on Closer Economic Relations Plus Full Text](#)

³ The Implementing Arrangement and associated Work Programme will operate for a period of five years, at which point they will be reviewed by the Joint Committee and may be renewed for a further five years (subject to the mutual consent of the Participants).

PACER Plus Implementation Unit

A PACER Plus Implementation Unit (IU) will be established to implement the Agreement and to manage and deliver the DEC Work Programme. Activities delivered under the Work Programme (in Attachment A of the Implementing Arrangement⁴) will focus on assisting Pacific Parties to implement their obligations under PACER Plus, which cover:

- Rules of Origin (ROO) and other aspects regarding the implementation of tariff commitments
- Customs procedures
- Sanitary and Phytosanitary (SPS) measures
- Technical regulations, standards, and conformity assessment procedures
- Trade in Services (including movement in natural persons), and
- Investment.

The IU will impartially assist the PACER Plus Joint Committee (see below) and PACER Plus Parties to implement the Work Programme.

A Labour Mobility Secretariat (LMS) will be established under the IU and will provide support to strengthen cooperation on Pacific labour mobility through the ALM.

Implementation Unit Interim Arrangements

A decision on the location of the IU will be confirmed by PACER Plus Ministers in mid-December 2020. As a result of COVID-19, however, there will be a gap between the Agreement's entry into force and when the permanent IU will be stood up.

During this period (anticipated to last up to June 2021) a short-term virtual IU will be established, with temporary staff consisting of two roving trade advisers and a short-term administrator position. The Head of the IU will be recruited by Q1 2021. The virtual Unit will provide secretariat services for PACER Plus implementation. It will also undertake a rapid needs assessment and planning for the permanent IU, while providing a small number of discrete development and economic cooperation activities, approved by Senior Officials/the Joint Committee.

Reporting, Accountability and Working Relationships

The Joint Committee (JC) is the PACER Plus Governing Body comprising senior representatives of the PACER Plus Parties. The JC is responsible for setting the direction of implementation and operation of the Agreement, and the associated DEC Work Programme. A Budget Subcommittee (BSC) will provide financial oversight of the IU's operations and delivery of the DEC Work Programme, and will report on these to the JC. Three technical subcommittees⁵ will lead on technical implementation of the Agreement. The Labour Mobility Working Group (LMWG) will provide direction on strengthening Pacific labour mobility cooperation through the ALM.

The IU is directly accountable to the JC through the IU Head. The IU Head will take strategic direction from the JC. The IU Head will also report to and work with the BSC, on a more regular and operational basis. The Unit will coordinate with Parties to the Agreement and relevant organisations to implement the Work Programme.

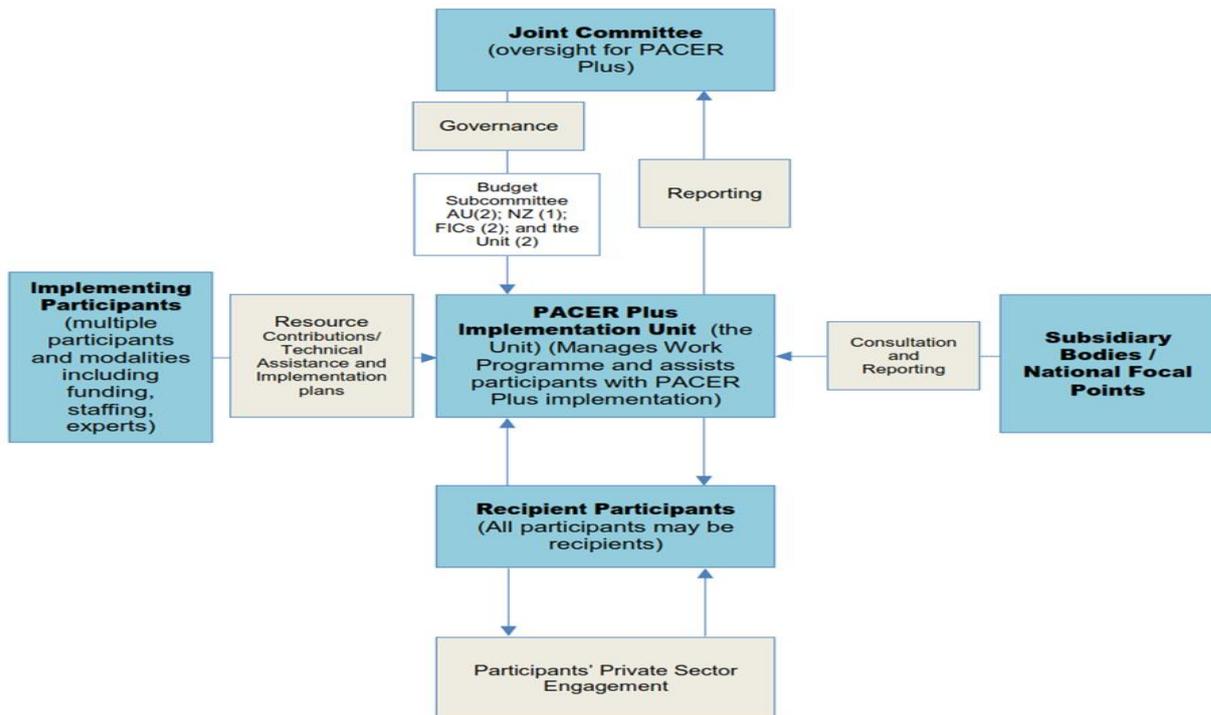
⁴ [Implementing Arrangement for Development and Economic Cooperation under the Pacific Agreement on Closer Economic Relations Plus](#)

⁵ i) Committee on Trade in Goods, Rules of Origin and Customs Procedures; ii) Committee on Sanitary and Phytosanitary Measures and Technical Barriers to Trade; iii) Committee on Services, Movement of Natural Persons and Investment

In addition to the Head of the IU, the IU will employ permanent staff with technical experience in trade, labour mobility, aid for trade development and delivery, and administration services. Other support services will be contracted in, including communications support.

Figure 1: PACER Plus Governance and Management Structure

This diagram represents the governance and management arrangements as of October 2020. This structure is under review and will be updated.



Key Stakeholder Relationships

- PACER Plus Parties and signatories' governments and senior officials at national, regional and whole-of-government level;
- Other Pacific governments;
- Pacific businesses and networks, industry, and relevant civil society organisations;
- Regional organisations and Pacific-based multilateral organisations;
- Other aid for trade programmes at regional and national levels;
- Other development partners and agencies involved in trade capability strengthening and aid for trade in the Pacific;
- Australian and New Zealand government agencies.

Appendix B: Terms and Conditions

Assignment

The assignment will be up to six months. The assignment is anticipated to start in early January 2021 (or as soon as possible thereafter) and last until 30 June 2020. The candidate will work from their current work environment.

Secondment

If the successful candidate is from a Pacific Island Country government ministry, the candidate will be virtually seconded to the Australian Department of Foreign Affairs and Trade, reporting to the Director of the Pacific Economics, Trade and Private Sector Engagement Section. The candidate will continue to be employed and remunerated by their home country ministry.

Contract

If the successful candidate is not currently employed with a Pacific Island Country government ministry, the candidate will be engaged by the Australian Department of Foreign Affairs and Trade on a short-term contract.

The arrangement will cover a daily fee and certain other agreed expenses (as applicable) including a:

- Monthly communications allowance.

The Aid Adviser Remuneration Framework (<https://www.dfat.gov.au/about-us/publications/Pages/adviser-remuneration-framework>) will be used as a guidance for agreeing the terms of the arrangement (noting this position is classified at the A3 level).