



**Agenda item 3 (d): Secretariat Recruitment Update**

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**Proposed Recommendation**

The Board is invited to: **note** the update provided by the Secretariat regarding the recruitment of the Information Coordination Officer and Research Officer.

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**Purpose**

To provide an update for the Board regarding the recruitment of two PIDC staff positions: a) Information Coordination Officer; and b) Research Officer.

**Background**

2. The PIDC Board at its meeting on 13 November 2020 approved the Secretariat's proposal to establish a new local position (Information Coordination Officer) to support the Head of Secretariat and Deputy Head of Secretariat to strengthen information and intelligence sharing among Members. The need to strengthen information sharing among Members was identified as a significant priority at last year's regional PIDC National Contact Point Workshop held in Apia.

3. The new position is funded with funds that was allocated for PIDC secondments to strengthen intelligence sharing and use of APAN. Since the secondments cannot be filled due to the COVID-19 travel restrictions this fund will be utilized for this position as approved by the Board in November 2020.

4. The second recruitment is the Research Officers position. This was an existing position which was left vacant when Ms. Leata Faitua left PIDC in July last year. The position is for a duration of three years and was still vacant when the Board met in November 2020 due to ongoing issues regarding the HR Review which had implications for this position.

**Update**

5. Upon the Board's endorsement to commence recruitment, the Job Descriptions for the respective positions were revised incorporating feedback from the Human Resources Committee. The positions were then advertised for a period of four weeks utilising the Samoa Observer a well circulated local newspaper. The positions were also advertised in the Samoa Public Service Commission weekly Circular in Issues 4, 5, 6 and 7. Applications closed on 19<sup>th</sup> February 2020 with sixteen (16) applicants for the Information Coordination Officer position and thirty five (35) for the Research Officer position.

*Information Coordination Officer:*

6. The Secretariat reviewed the applications and developed a short list of sixteen (16) applicants for face-to-face interviews with the Selection Panel which was held on Friday, 12 March 2021.

*Research Officer:*

7. The Secretariat reviewed the applications and developed a short list of nineteen (19) applicants for a written test. The applicants were split into two groups, the first group's written test was held on Friday 5<sup>th</sup> March and the second group on Monday 9<sup>th</sup> March 2021. The applicants were individually invited to PIDC Office for their written test where they were asked to summarise an article provided to them in 20 minutes. The list was then further short listed to six (6) applicants for a final interview held on Friday, 12 March 2021.

8. The Selection Panel included the Head of Secretariat, Deputy Head of Secretariat, Mr. Siaopo Pese, Assistant Chief Executive Officer - Samoa Immigration Office and Ms Nicole Goodwin, Coordinator of the Pacific Transnational Crimes Coordination Centre. The Selection Panel finalised its selection on 15 March 2021 and the Secretariat is currently negotiating terms with the successful applicants.

**Resource Implications**

9. The Secretariat has adequate resources for to support the recruitment of the new officers and office equipment and furniture have already been procured including desks and laptops.