



Agenda item 3(c) Human Resource Committee

Proposed Recommendation

The Governance Committee is invited to consider recommendations proposed under each of the agenda sub-items discussed below.

Purpose

The purpose of this paper is to get the Boards endorsement for the recruitment of a local position to fill the position of Information Coordination Officer position to support the Deputy Head of Secretariat in strengthening the information and intelligence amongst Members and continue to assist in the visibility work of the Secretariat.

Background

2. The Board will recall that the contract for the Programme Officer ended on 31 December 2024. Given the workload that the Secretariat is currently facing with the departure of the Programme Officer and the vacant position left behind by the resignation of the former Information Coordination Officer in June 2024, the staff have taken up added responsibilities of the two positions.

Recruitment of New Information Coordination Officer

3. The information coordination officer position was filled in April 2021 to support Members in strengthening information exchange across the PIDC intelligence network including the training and coordination of members on the use of the APAN system. This position is critical in the coordination of information exchange across the PIDC membership and supports the Deputy Head of Secretariat in the development of PIDC intelligence products and intelligence work amongst Members.

4. Consequently, PIDC in recognizing the need to raise PIDC's profile across the region had received a one of funding support from Australia to support PIDC's Awareness and visibility work that is currently undertaken by the Communication Specialist whose contract comes to end in April 2025. To maintain and sustain the PIDC visibility work, the secretariat is proposing to also include the visibility work in the Job description of the Information Coordination Officer so that this activity is sustained into PIDC daily operations.

5. The position is a locally engaged position for a period of two years on a salary equivalent to the Finance & Human Resources Officer at PIDC band 5 of \$25,000 per annum. After two years the position would be reviewed in regards to funding and continued need depending on the stocktake review implementation plan as to whether to maintain or upgrade the position. The revised Job description for this position is attached as annex 1.

6. The cost of the Information Coordination Officer position is currently included in the current financial year.

Proposed Recommendations

The Board is invited to:

- a) **endorse the** recruitment of the Information Coordination Officer; and
- b) **task** the Secretariat to work with the HR Committee to ensure the position is filled before the end of the financial year.

ANNEX 1: INFORMATION COORDINATION OFFICER JOB DESCRIPTION

BACKGROUND:

The Pacific Immigration Development Community (PIDC) represents the interests of 21 member countries in the Pacific region. The heads of Immigration across the membership of the PIDC share a vision where PIDC is the preeminent immigration organisation in the region facilitating capacity and capability development, and effective regional cooperation in managing and securing the Pacific gateways, thus contributing to regional security, economic growth, sustainable development and good governance.

The PIDC's strategic objectives are to:

- Enhance national immigration border to contribute to international security;
- Facilitate cross border travel to support social and economic development; and
- Collaborate to create effective national immigration agencies.

The constitutional arrangements of the PIDC require that it is supported by a permanent Secretariat.

JOB LOCATION:

The permanent PIDC Secretariat location is Apia, Samoa.

PURPOSE:

The purpose of this role is to collect, compile, assess and disseminate information important to PIDC and its membership for operational and strategic immigration assessment purposes. The position will actively support the Head of Secretariat and Deputy Head of Secretariat in his/her role of effectively and efficiently managing the coordination of immigration intelligence as well as working with PIDC members to identify opportunities for information sharing and collaborative effort within available resources.

KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none">• PIDC members• Staff of Regional Law Enforcement Organisations (Oceania Customs Organisation, Pacific Chief of Police and Pacific Transnational Crime Coordination Centre)• Other law enforcement external stakeholders and working partners• Joint Interagency Task Force West (JIATF-W)	<ul style="list-style-type: none">• Head of Secretariat• Deputy Head of Secretariat• PIDC Secretariat staff• PIDC Members• Members of the Board• PIDC National Contact Points• PIDC Information Sharing Working Group

KEY ACCOUNTABILITIES:

The Information Coordination Officer is responsible for assisting the PIDC Secretariat to strengthen information and intelligence sharing between Members by:

- a) supporting the provision of intelligence and information sharing products and services;

- b) coordinating and building Member's capacity to use APAN and supporting enquiries from the national contact points and the Profiling Group;
- c) supporting engagement with Pacific Transnational Crime Network, Oceania Customs Organisation; Pacific Transnational Crime Coordination Centre and Pacific Chief of Police
- d) Strengthening PIDC Secretariat enforcement databases.

Responsibility	Expected Outcome
<p>1 Information Exchange and Coordination</p> <p>a. Support information exchange amongst members and provide a monitoring/evaluation function.</p> <p>b. Support Secretariat administration & coordination of National Contact Point network.</p> <p>c. Support the administration, uploading, and circulation of information and communication on All Partners Network (APAN) and also on PIDC website</p> <p>d. Monitor and report on the use of the All-Partners Access Network (APAN) system and regularly update the PIDC website and other Network membership site.</p> <p>e. Support ongoing APAN and training for National Contact Points.</p> <p>f. Support the coordination of members "requests for information" and information alert circulation in the PIDC membership.</p> <p>g. Support enforcement research for the collection, analysis and development of PIDC information and intelligence products (Alerts, monthly intelligence reports & Request for Information) for Members and partner law enforcement stakeholders.</p> <p>h. Support the administration and monitoring of the PIDC Profiling Group Communication Platform to ensure the update of PIDC Intelligence and Profiling database.</p>	<ul style="list-style-type: none"> • Information is timely, appropriate, and relevant and adds value. • Members feel informed and part of a wider intelligence network receiving information on a timely basis and working on project ideas in collaboration with PIDC. • Alerts acted on by members and intelligence bulletin supports Members' frontline, compliance and investigation operations. • Increase in information exchange and technical expertise amongst PIDC Members in the use of the All Partners Network system. • Trend analysis maps out common regional migration trends • Members request are attended to efficiently and on time. • Research analysis report and intelligence products are accurate and submitted on time to members and other partner law enforcement • Profiling Group are well informed of any update and database are accurate

Responsibility	Expected Outcome
<ul style="list-style-type: none"> i. Support the development of an annual trend analysis report of the PIDC Intelligence and profiling database. j. Support engagement with regional law enforcement partner organisations including Pacific Transnational Crimes Network, Pacific Fusion Centre and Oceania Customs Organisation. 	<ul style="list-style-type: none"> • PIDC Intelligence annual trend analysis reports are submitted on time when required. • Network and relationship with other enforcement agencies are strengthened at all times.
<p>Organisational Commitment, Capacity Building, Health and Safety</p> <ul style="list-style-type: none"> • Role model & maintain the standards of integrity and conduct expected in the PIDC in relation to PIDC policies and procedures. • Contribute to the maintenance of a safe and healthy work environment. • Support the co-ordination and delivery of capacity building programmes for staff. 	<ul style="list-style-type: none"> • Adherence to the PIDC Code of Conduct principles and all legislative requirements. • PIDC health and safety policies and procedures are understood and followed. • An understanding of emergency and evacuation procedures is demonstrated. • Participation in health and safety audits of work is proactive. • Increased Secretariat staff engagement and commitment in PIDC activities and programmes. • PIDC's vision, mission, values and services are promoted building commitment to the organisation.

The statements in this section are intended to describe the general nature and level of work. Due to the size of the office, it is expected that all staff will understand the need and provide support and services in the absence of any other staff member.

The role of the Information Co-ordination Officer encompasses the following major functions or key results areas:

- **Information** collection, storage, analysis, sharing and co-ordination with Members and partner law enforcement stakeholder organisations
- **Organisational** Commitment and Health & Safety responsibilities

This is a position of trust and you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. All PIDC policies must be adhered to at all times.

ROLE COMPLEXITY:

- Political awareness – as a regional organisation political awareness is key as a development in this area often has a significant impact on Immigration issues
- Cultural sensitivity – understanding/acknowledging cultural differences and ensuring a positive culture and harmonious work environment for all staff and visitors to the PIDC
- Diplomacy – PIDC has diplomatic status in Samoa and this status comes with responsibility
- Scope of responsibility – 21 member countries, Head of Secretariat, staff
- Financial Management – in accordance with PIDC regulations and as agreed with the Head of Secretariat
- Health & Safety – ensuring a safe and healthy work environment for all staff and visitors to the PIDC by adhering to all policies and procedures including emergency and evacuation

PERSONAL SPECIFICATION:

To be successful in this position you will need to be an articulate communicator, good customer relationship person, with a strong personal drive and integrity. You will need to have proven experience in research and analysis and be able to engage effectively with external organisations. Your strengths will also lie in developing relationships and being strongly results-focused.

Mandatory	Desirable
Formal Qualifications	
<ul style="list-style-type: none"> • The successful applicant will be expected to have a graduate qualification and have experience in raw data collection and analysis or in a research capacity. • You will also need to have demonstrated experience in an environment specializing in database administration. 	<ul style="list-style-type: none"> • Relevant Degree qualifications • Intelligence qualifications or certificate in Border Management or any related courses completed
Knowledge and Experience	
<ul style="list-style-type: none"> • Knowledge of migration and transnational crime issues • Experience in surveys, data analysis and report writing • Understanding of working in the Pacific region 	<ul style="list-style-type: none"> • Experience in working with Pacific Island governments • Excellent written and verbal communication skills including high level of presentation and inter- personal skills, with excellent computer and administrative skills

	<ul style="list-style-type: none"> • Knowledge on irregular migration and transnational crime issues in the Pacific
Skills	
<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal in English • Computer literacy with a strong background in MS Word and Excel • Excellent interpersonal skills • Ability to work well within a team and independently • Self-management skills (organisation and time management) • Excellent relationship management skills 	<ul style="list-style-type: none"> • Self-management skills (organisation and time management) • Demonstrated experience in report writing and analysis.
Attributes	
<ul style="list-style-type: none"> • Trustworthy with strong moral ethics and sound judgement • Positive 'can do' attitude • Professional • Common sense, practical and results focused approach 	<ul style="list-style-type: none"> • Resilient, agile and self-motivated • Cultural and gender sensitivity • Exceptional Customer Service commitment • Ability to work effectively in a multidisciplinary, cross-cultural environment