

<b>POSITION</b>	<b>Information Coordination Officer</b>	<b>AREA:</b>	<b>Information Sharing</b>
<b>REPORTS TO:</b>	Deputy Head of Secretariat	<b>EMPLOYMENT TERM</b>	Permanent
<b>LAST REVIEWED:</b>	November 2020	<b>SALARY BAND:</b>	Band 6

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

**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 Members 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 data-bbox="164 317 813 411"><b>Organisational Commitment, Capacity Building, Health and Safety</b></p> <ul data-bbox="212 495 813 877" style="list-style-type: none"> <li data-bbox="212 495 813 642">• Role model &amp; maintain the standards of integrity and conduct expected in the PIDC in relation to PIDC policies and procedures.</li> <li data-bbox="212 667 813 762">• Contribute to the maintenance of a safe and healthy work environment.</li> <li data-bbox="212 787 813 877">• Support the co-ordination and delivery of capacity building programmes for staff.</li> </ul>	<ul data-bbox="889 317 1463 1409" style="list-style-type: none"> <li data-bbox="889 317 1463 464">• Adherence to the PIDC Code of Conduct principles and all legislative requirements.</li> <li data-bbox="889 489 1463 636">• PIDC health and safety policies and procedures are understood and followed.</li> <li data-bbox="889 661 1463 819">• An understanding of emergency and evacuation procedures is demonstrated.</li> <li data-bbox="889 844 1463 938">• Participation in work health and safety audits is proactive.</li> <li data-bbox="889 1022 1463 1180">• Increased Secretariat staff engagement and commitment in PIDC activities and programmes.</li> <li data-bbox="889 1253 1463 1409">• PIDC's vision, mission, values and services are promoted, building commitment to the organisation.</li> </ul>

The statements in this section are intended to describe the general nature and level of work. Due to the size of the office, all staff are expected to 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
- **Manage** PIDC's social media channels to promote key messages and engage with stakeholders
- **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 succeed in this position, you must be an articulate communicator, a good customer relationship person, and have strong personal drive and integrity. You will also 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.

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

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