



Pacific Immigration Development Community

PIDC Secretariat Exciting Career Opportunity

● Information Coordination Officer

- **Dedicated Team, Collaborative Culture**
- **Diversity and friendly working environment**
- **Meet people from around the Pacific Region**

The Pacific Immigration Development Community (PIDC) invites applications for the position of Information Coordination Officer to join its Secretariat located in Apia, Samoa.

The Pacific Immigration Development Community is a regional organisation comprising immigration agencies from 21 Pacific Island Countries and Territories. Established in 1996, PIDC Members collectively seek to advance the Forum Leaders Pacific Vision for a region of peace, harmony, security, social inclusion and prosperity by ensuring the secure international movement of people in the region to maintain safe and prosperous Pacific Communities. To this end, PIDC works collaboratively to:

1. improve international movement of people for safe and prosperous Pacific communities.
2. enhance regional immigration borders to contribute to international security
3. facilitate cross-border travel to support social and economic development
4. collaborate to create effective immigration agencies.

Information Coordination Officer

The Information Coordination Officer is a key member of the PIDC team and reports directly to the Deputy Head of Secretariat. This role supports the PIDC Secretariat in strengthening information and intelligence sharing between Members as well as working on improving the visibility of the PIDC Secretariat around the region by:

- a) supporting the provision of intelligence and information sharing products and services.
- b) coordinating and building Members' capacity to use APAN, supporting enquiries from the national contact points and the Profiling Group.
- c) Strengthening PIDC Secretariat enforcement databases.
- d) Support the PIDC Secretariat in ensuring deliverables are done effectively and efficiently to meet deadlines and expectations.

The role's key performance requirements and success measures are described below.

Key responsibilities include:

- 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.
- e) Prepare draft reports on specific immigration issues as instructed.
- f) Write and regularly update web content for PIDC's online presence, including the PIDC website and social media page
- g) Support the updating of PIDC Intelligence and Profiling databases.
- h) Facilitate Members' requests for information relating to events and workshops.
- i) Draft correspondence using the template for the approval of the Head of Secretariat.

Qualification and experience

- a) A University Degree in Economics, Development Studies, Governance or other related discipline
- b) Excellent communication skills, both written and verbal in English
- c) Excellent interpersonal skills
- d) Computer literacy with at least an intermediate level MS Word and Excel
- e) Ability to work well within a team
- f) Positive 'can do' attitude
- g) Professional
- h) Trustworthy with strong moral ethics

Conditions of employment

- The position is permanent, and depending on performance, it will be renewable every 3 years.

Applications should include a cover letter and detailed curriculum vitae (CV) together with three referees, forwarded to 'PIDC Head of Secretariat' PO Box 1881, Apia, Samoa or email info@pidcsec.org by no later than **5pm Friday 02 May 2025**. Applicants can access a copy of the job description via the PIDC website [on www.pidcsec.org](http://www.pidcsec.org) or call the telephone number: (685) 29107 for any further enquiries.