



Pacific Immigration Development Community

2024/25 Board Meeting No. 3

16 June 2025: Nukualofa, Tonga

Agenda Item 3(c) (i): Human Resource Committee

▪ Secretariat Staffing Update

Purpose

To update Board members on the recruitment of the Information Coordination Officer.

Background

2. The Information Coordination Officer (ICO) became vacant in July 2024 since then the position was never filled. The recruitment process was initiated following the endorsement of the Board in the last Board Meeting in March 2025.

3. The position was initially advertised in late March 2025 for four weeks. No application was received by the original closing date. The deadline was extended for another 4 weeks after which, fourteen applications were received. Four applicants were not considered because they were regional applicants, and they do not match the requirement of the positions. Only ten were given to the committee to review as they were all Samoan nationals. Three were identified and shortlisted and were contacted for a face-to-face interview as they met the eligibility criteria outlined in the TOR. One of the applicants who was shortlisted withdrew her application at the last minute as she indicated plans to migrate at the end of the year.

4. At the time of writing this report the Committee have finalized the recruitment process and have received endorsement for the position to be offered to a successful candidate. At the time of writing this report the offer letter had been sent to the successful candidate and the Secretariat is awaiting the acceptance of the offer.

Proposed Recommendations

The Board is invited to:

- (i) **note** and welcome the ICO recruitment process and task the Secretariat to finalise the recruitment of the new Information Coordination Officer.