



# CIRCULAR

Private Mail Bag, Suva.  
Telephone (679) 331 2660  
Fax (679) 322 0215 / 322 0221  
Email [info@forumsec.org.fj](mailto:info@forumsec.org.fj)  
Website <http://www.forumsec.org>

## CIRCULAR NO: 133/10

CP\1\5  
5 July 2010

TO : OFFICIAL CONTACTS OF MEMBER GOVERNMENTS

[Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu]

FROM : TUILOMA NERONI SLADE, SECRETARY GENERAL

SUBJECT : **PACIFIC ISLANDS LAW OFFICERS' NETWORK (PILON)  
SECRETARIAT – RECRUITMENT OF COORDINATOR**

Members are advised that the Pacific Islands Law Officers' Network (PILON) is seeking to recruit a Coordinator to assist in establishing the independent PILON Secretariat to be located in Apia, Samoa.

2. As Members will recall, PILON is a network of senior public law officers from Pacific Island countries, which focuses on common legal issues within the Pacific. PILON provides a mechanism for heads of Pacific law and justice and prosecuting agencies to discuss and construct solutions to domestic and regional law, justice and crime issues. While the PILON Secretariat has been hosted on an interim basis by Australia since 2007, PILON Members resolved at the 28<sup>th</sup> PILON meeting in 2009 that the Secretariat would transition to an independent Secretariat located in Apia, Samoa during 2010.

3. The PILON Secretariat has requested that the Forum Secretariat circulate to Members the attached information for recruitment of the PILON Secretariat Coordinator. Applications must be received no later than 11.30pm (Australian Eastern Standard Time) on Wednesday 28 July 2010. Further enquiries about the position or selection process should be directed to the PILON Secretariat by email at [pilonsecretariat@ag.gov.au](mailto:pilonsecretariat@ag.gov.au) or by phone on +61 (2) 6141 3429.

4. Members are encouraged to distribute the attached information as widely as possible.

Tuiloma Neroni Slade  
Secretary General

attach.

c.c. FSM Embassy, Suva  
Nauru High Commission, Suva  
Solomon Islands High Commission, Suva  
CROP [FSMed, FFA, PIDP, PPA, SOPAC, SPC, SPREP, SPTO, USP]

Kiribati High Commission, Suva  
Republic of the Marshall Islands Embassy, Suva  
Tuvalu High Commission, Suva



## **P I L O N** Secretariat

**Pacific Islands Law Officers' Network (PILON) Secretariat**

### **Background**

The Pacific Islands Law Officers' Network (PILON) is a network of senior public law officers from Pacific island countries which focuses on common legal issues within the Pacific. PILON provides a mechanism for heads of Pacific law and justice and prosecuting agencies to discuss and construct solutions to domestic and regional law, justice and crime issues.

Member countries of PILON are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The principal function of the PILON Secretariat is to support PILON to improve the rule of law and good governance in the region by providing a forum to discuss law and justice issues common amongst Pacific island countries. The PILON Secretariat provides organisational, administrative and strategic support to PILON.

The PILON Secretariat has been hosted on an interim basis by Australia, however, during the course of 2010 it will transition to an independent Secretariat located in Apia, Samoa.

For further information on PILON and the Secretariat please refer to the website at [www.pilonsec.org](http://www.pilonsec.org).

### **Position – PILON Secretariat Coordinator**

**The salary range on offer is equivalent to \$AUD30,000-40,000 per annum and will be paid in Samoan Tala to the successful candidate.**

The PILON Secretariat requires a Secretariat Coordinator to be based in Apia, Samoa for a period of two years. There is a possibility that the contract could be extended after that period.

Candidates to fill the position of Secretariat Coordinator should be from a PILON member country and have experience working in the areas of law and justice and/or public policy. Experience in project management and the proven ability to develop productive working relationships and engage with stakeholders will be viewed favourably by the Selection Committee.

## **Duty Statement**

The Secretariat Coordinator will be expected to:

- plan and coordinate the transition to an independent PILON Secretariat and proactively monitor its overall progress, resolving issues and initiating corrective action as appropriate
- coordinate and organise the annual PILON meeting with the host country and PILON Executive Committee
- coordinate PILON initiatives between meetings
- cooperate with regional partners on other relevant activities
- attend and contribute to relevant regional meetings
- act as a coordination and focal point for connecting member countries with one another and with regional bodies
- have responsibility for the progress of the PILON Work Plan
- provide PILON members with a support and research resource
- facilitate development assistance through cooperation with donors and development service providers in the region
- identify strategies to source ongoing funding for the PILON Secretariat
- maintain the overall integrity and coherence of the Secretariat, and develop and maintain the program environment to support each PILON initiative
- oversee the program's budget
- liaise and maintain productive relationships with internal and external stakeholders, including: PILON members, observers, donors, regional organisations and other interested parties, and
- perform other duties as directed by the PILON Executive Committee.

## **Selection Criteria**

In preparing your expression of interest letter please also give regard to the following criteria:

1. Experience in working in the areas of law and justice and/or public policy
2. Experience in project management
3. Ability to communicate effectively
4. Ability to develop productive working relationships and engage with stakeholders
5. Good understanding of regional law and justice initiatives, and
6. University degree in Law or in a discipline relevant to the role of PILON Secretariat Coordinator.

## **Submission of Application**

**Your application should consist of the following:**

- An expression of interest letter (no longer than 1,000 words) which addresses the duty statement and relevant criteria and how your skills and experience meet the requirements of the position.
- A detailed resume, including:
  - a summary of your employment history
  - a description of your previous professional roles and responsibilities, and
  - any other information which you deem relevant to the application.
- The names and contact details of at least two referees (one of whom would ideally be a current supervisor) who will be able to provide feedback on your work

If you have any questions on the position or selection process please contact Mr Andrew Haslock at the PILON Secretariat by e-mail at [pilonsecretariat@ag.gov.au](mailto:pilonsecretariat@ag.gov.au) or by phone on +61 (2) 6141 3429.

**Closing date:** Applications must be received no later than 11:30pm (Australian Eastern Standard Time) on **Wednesday 28 July 2010**. Applications should be sent to [pilonsecretariat@ag.gov.au](mailto:pilonsecretariat@ag.gov.au) or if you have difficulties transmitting it electronically please contact Mr Andrew Haslock on +61 (2) 6141 3429 to make other arrangements.