PIIDC 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 made up of 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:

- improve the management of international people movement;
- strengthen border management and security; and
- work together to build capacity to deliver immigration services.

Information Coordination Officer

The Information Coordination Officer is responsible for assisting the PIDC Secretariat to strengthen law enforcement information and intelligence sharing between Members. It is a two year contract position established to help the PIDC Secretariat in Apia strengthen its law enforcement information analysis and drive the development of intelligence products to support Pacific Island immigration agencies better manage the integrity and security of their borders.

The position’s key performance requirements together with corresponding success measures are broadly described below.

Key responsibilities include:

a) Support information exchange amongst members and provide a monitoring/evaluation function;

b) Support Secretariat administration & coordination of National Contact Point network;

c) Support the administration, uploading, and circulation of information and communication on the All Partners Access Network (APAN);
d) Monitor and report on the use of the APAN system;

e) Support ongoing APAN and PIDC Enforcement Data Collection Tool training for National Contact Points;

f) Support the coordination of members “requests for information” and information alert circulation in the PIDC membership;

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;

h) Support the administration and monitoring of the PIDC Profiling and Intelligence Support Group Communication Platform; and

i) Support the development of an annual Pacific immigration trend analysis report.

Qualification and experience

The successful applicant will be expected to have:

a) a graduate qualification and have experience in data collection and analysis or in research;

b) experience in an environment specializing in database administration;

c) knowledge of migration and transnational crime issues;

d) experience in surveys, data analysis and report writing;

e) an understanding of working in the Pacific region;

f) excellent communication skills, both written and verbal in English;

g) computer literacy with a strong background in MS Word and Excel;

h) excellent interpersonal skills;

i) ability to work well within a team and independently;

j) strong moral ethics and sound judgement; and

k) a professional, pragmatic, and results focused approach.

Conditions of employment

- Contract duration is 2 years.

Applications should include a cover letter and detailed Curriculum Vitae (CV) together with three (3) referees, forwarded to ‘PIDC Head of Secretariat’ PO Box 1881, Apia, Samoa or email info@pidcsec.org by no later than 4pm Friday, 19 February 2021. Applicants can email seremana.titoko@pidcsec.org for a copy of the job description or call on telephone number: (685) 29107 for any further enquiries.