The Pacific Immigration Development Community (PIDC) invites applications for the position of Research 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:

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

Research Officer
The Research Officer is a key member of the PIDC team and reports directly to the Deputy Head of Secretariat. The purpose of this role is to provide research and administrative support to the PIDC Secretariat and to ensure that deliverables are done effectively and efficiently to meet deadlines and expectations.

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

Key responsibilities include:

a) Conduct research on various immigration related issues as required under the PIDC research plan.
b) Research and update Members’ information (such as legislation, regulations, strategic plans and National Action Plan).
c) Support analysis of PIDC research questionnaires, surveys and evaluation forms.
d) Support the Secretariat to undertake open source research and develop trend analysis of irregular movement of people within the region.
e) Prepare draft reports on specific immigration issues as instructed.
f) Support the preparation of draft PIDC documents as instructed.
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 template for Head of Secretariat’s approval.
j) Support publication of PIDC documents.
k) Provide support as instructed for PIDC Research Consultancy projects.

Qualification and experience
a) A University Degree in Social Sciences, Development Studies, Governance or other related discipline
b) Some experience in office administration and record keeping
c) Experience in research and report writing
d) Excellent communication skills, both written and verbal in English
e) Excellent interpersonal skills
f) Computer literacy with at least intermediate level MS Word and Excel
g) Ability to work well within a team
h) Positive ‘can do’ attitude
i) Professional
j) Trustworthy with strong moral ethics

Conditions of employment
- Contract duration is 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 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.