



Pacific Islands Law Officers' Network (PILON) Secretariat
Job Opportunity—Assistant Coordinator
May 2025

Background

The Pacific Islands Law Officers' Network (PILON) is a network of senior public law officers from Pacific island countries and territories who work together to contribute to a safe and secure Pacific by advancing key law and justice issues. PILON provides a mechanism for senior law officers (heads of Pacific law and justice, legal advising or prosecuting agencies) to share expertise, exchange experiences and learn from each other, strengthen approaches to share regional policy and operational key law and justice issues, build capacity and engage and collaborate with other regional and international agencies and networks.

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

The PILON Secretariat is based in Apia, Samoa, and is the coordination mechanism of PILON. It is responsible for progressing the PILON Work Plan and organising PILON events, including the annual meeting. For further information please refer to the website at www.pilonsec.org.

Position Available - PILON Secretariat Assistant Coordinator

The PILON Secretariat requires an Assistant Coordinator based in Apia, Samoa, for a period of three years, with the possibility of extension. Potential candidates should be from a PILON member country or territory and available as soon as possible.

The Assistant Coordinator will be responsible to the PILON Secretariat Coordinator and provide administrative assistance for the functions of the Secretariat. Some travel will be involved.

Salary range: WST40,000-\$56,000 per annum

Duty Statement

The Assistant Secretariat Coordinator will be expected to support the Secretariat Coordinator:

- Facilitate the activities/initiatives of PILON and its committees and working groups, including facilitating the implementation of resolutions passed by PILON;

- providing strong administrative support to PILON, the Executive Committee, the PILON Chair and any PILON committees or working groups, including:
 - organising the logistics for teleconferences or physical meetings of PILON annual or special meetings and working group or committee meetings) (including making travel and venue bookings and other arrangements);
 - sending invitations and provisional agendas, in consultation with the Chair, to each country member and observer member, where possible, at least three months before each annual or special meeting of PILON;
 - settling the agenda for other meetings, in consultation with the relevant Chair, and circulating meeting agendas, with the Chair's agreement, where possible, at least two weeks before the meeting;
- maintaining official PILON records, including records of all PILON meetings, meeting outcomes and appropriate budget and financial records including ledgers, preparing financial reports and managing the budget in line with relevant processes and policies of the Government of Samoa;
- providing an information sharing and communications network, including providing relevant information concerning law and justice issues to PILON country members, observer members and other relevant stakeholders;
- facilitating dialogue and cooperation between PILON country members on regional approaches to law and justice issues
- actively engaging and maintaining productive working relationships with other regional and international organisations to identify appropriate opportunities and linkages for PILON to progress its law and justice agenda, including where appropriate attending and contributing to relevant regional meetings;
- supporting PILON members in accessing appropriate technical and capacity development assistance; and
- any other duties which may be assigned to the Contractor by the PILON Executive Committee, PILON and its member countries and observer members, or the AGD Contact Officer.

Selection Criteria

1. Good written and verbal communication skills (essential)
2. Minimum qualification of bachelor degree in accounting, commerce or relevant discipline (strongly desirable)
3. Prior experience in preparing financial reports, reconciling ledgers and overseeing the budget of each project activities (essential)
4. Prior experience in organising events such as regional meetings including logistics of such events (essential)
5. Experience in assisting with project management overseeing administrative tasks (more than four years' experience desirable)
6. Sound knowledge of regional law and justice issues and initiatives (desirable)
7. Prior experience maintaining website content and compiling newsletters (desirable)
8. Experience working in the areas of law and justice and/or public policy (desirable)

9. Sound knowledge of the Government of Samoa procurement process (desirable)

Submission of Application

Your application should consist of the following:

1. A covering letter (no longer than 1,000 words) which addresses the duty statement and selection criteria and how your skills and experience meet the requirements of the position.
2. A detailed résumé, including:
 - a summary of your education and employment history
 - a description of your previous professional roles and responsibilities, and
 - any other information which you consider relevant to the application.
3. 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.

Closing date: Applications must be sent by email to coordinator@pilonsec.org by no later than 5pm (Samoa time) on Friday 6 June 2025.

Queries should be directed to Ms Sasae Walter at the PILON Secretariat by email at coordinator@pilonsec.org or by phone on +68520295. If you have difficulties transmitting your application electronically please contact Ms Walter to make other arrangements.