

## VSA Assignment Description

Assignment Title	Information Security Specialist
Assignment Modality	In-country
Assignment Number	41965
Country	Fiji
Location	Suva
Partner Organisation	Pacific Islands Forum Secretariat (PIFS)
Duration	4 Months

Sustainable Development Goals



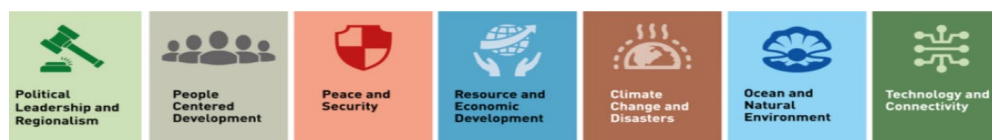
### 1. Partner Organisation Overview

The Pacific Islands Forum Secretariat (PIFS) is the region's premier political and economic policy organisation. Founded in 1971, it comprises 18 members: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.



The Pacific Islands Forum Secretariat operates by fostering cooperation between governments, collaborating with international agencies, and representing the interests of its members. The PIFS's Pacific Vision envisions a region of peace, harmony, security, social inclusion, and prosperity, allowing all Pacific people to lead free, healthy, and productive lives.

The work of the Forum is guided by the 2050 Strategy for the Blue Pacific Continent, which was endorsed by Forum Leaders in 2019. Leaders highlighted their concerns for the region's enduring challenges such as climate change-related impacts, coupled with the intensification of geostrategic competition, exacerbating the region's existing vulnerabilities. Reflecting on this, leaders noted that securing the future cannot simply be left to chance and requires a long-term vision and a carefully considered regional strategy for the Blue Pacific Continent – a strategy that reinforces commitment and promotes working together as a collective to advance Pacific regionalism based on the Blue Pacific Narrative. The 2050 Strategy sets out the region's approach to working collectively to achieve our leaders' long-term visions and aspirations through seven key thematic areas.



Agreed regional policies and initiatives are coordinated by the Forum and implemented through the Council of Regional Organisations of the Pacific (CROP).

## 2. Assignment Overview

The Forum is responsible for establishing, maintaining, and monitoring the overall efficacy of information security management throughout the organisation, including policies, processes, practices, and technologies to safeguard information, systems, and assets against unauthorised access, use, disclosure, disruption, modification, or destruction. Operating across multiple countries, PIFS is committed to strengthening its information security management processes, protocols, and practices to ensure the confidentiality, integrity, and availability of its information assets whilst maintaining consistency and compliance across the organisation. The Forum is seeking the expertise of an experienced Information Security Specialist to guide and support its information security management improvement initiatives. The Information Security Specialist will collaborate with PIFS's Information Services (IS) Team and Data Governance Specialist, and consult with the leadership team to strengthen its information security management capacity and capabilities. The Information Security Specialist will lead efforts to identify areas with gaps and collaborate with IS to develop new policies and procedures to address these gaps. This involves working with staff and stakeholders to assess, align, and enhance the Forum's current information security management systems and practices while ensuring that information security practices align with and support the 2050 business strategy.

## 3. Goal/Outcomes/Outputs

### Goal

The Pacific Islands Forum Secretariat strengthens its information security capacity and capabilities to improve and optimise its information security management practices, including the protection of the confidentiality, integrity, and availability of information systems and assets in alignment with business requirements and strategic goals.

### Outcome 1

**The Forum conducts a comprehensive assessment of the current information security management framework, strategy, architecture, design, policies, procedures, and practices to identify vulnerabilities, gaps, and areas of improvement.**

- In collaboration with the Team Leader (IS) and other IS team members, lead the process of reviewing the effectiveness of PIFS's information security management strategy, framework, and practices to identify vulnerabilities, gaps, and areas of improvement.
- Work collaboratively with business units and stakeholders to inform, and understand their information security requirements and develop a strategic vision and roadmap for enhancing the effectiveness and efficiency of PIFS's information security system and management practices.
- Evaluate the efficacy of the existing security architecture, design, technologies (including SIEM<sup>1</sup>), and access control measures; consider emerging security technologies; and make recommendations for their integration into PIFS's security architecture and practices.
- Review existing information security policies, procedures, and guidelines. Identify relevant laws and regulations necessary for compliance.
- Conduct a gap analysis to assess the current state against industry standards (e.g., ISO27001), considering current and emerging threats and risks, resourcing, and investment required.

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<sup>1</sup> Security information and event management (SIEM).

## Outcome 2

A vision for IS across PIFS is established and an implementation plan for information security management is developed, with a focus on the work plan for the first year of implementation.

- Provide thought leadership, guidance and support for the development of a vision for the desired future state of PIFS's information and data security and management.
- Through workshops and consultation with teams across the region, assess the HR and training needs to ensure sustainable development and continuous improvement in information security management.
- With the IS team, develop a comprehensive report outlining the current state of information security management practices. Include feasible recommendations to enhance capabilities across the organisation, that effectively address present needs and position PIFS to achieve and sustain the IS management goals.
- Develop an implementation plan for the PIFS IS Management Programme, with a particular focus on the first year of implementation. The plan may involve the development of a volunteer assignment through VSA to support the next phase of programme development, as well as identifying other investments and resources that may be required for the rollout of the IS management programme in the longer term.

### 4. Reporting, Working Relationships and Capacity Building

The volunteer will assist in developing and strengthening capacities at various levels within the Information Services Team to support the achievement of the Forum's business objectives and priorities in line with the Blue Pacific 2050 Strategy. Capacity building, development, and strengthening may include leadership support, mentoring, coaching, on-the-job training, tailored upskilling, as well as training sessions and workshops.

The volunteer will report directly to and be accountable to the Team Leader (Information Services). On a day-to-day basis, the volunteer will predominantly work with the Systems Analyst and other relevant Information Services staff members.

The volunteer and the Team Leader (Information Services) will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

### 5. Selection Criteria/Position Requirements

#### Professional Specifications

##### Essential

- Bachelor's degree in computer science, Information Technology, or a related field.
- Minimum of 5 years of experience in information security management, with a focus on assessing, designing, and implementing security solutions in an organisation of similar complexity and size.

- Significant understanding and exposure to security tools, including SIEM, MDM, Endpoint Detection, AntiVirus, Firewalls, and penetration testing, as well as experience working with external security management providers.
- Practical experience in Security Operations (SecOps).
- Significant knowledge of information security principles, practices, and technologies, including risk management, security architecture, and regulatory compliance.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent interpersonal and communication skills and the ability to engage effectively with diverse audiences.
- Ability to communicate complex technical content and requirements in plain language.

Desirable

- Relevant certifications (e.g., CISSP, CISM, CISA) or working towards obtaining them.
- Experience in compliance frameworks such as SOC2, NZISM, and ISO2700.

## Personal Specifications

### Essential

- Ability to build and maintain trusted partnerships and understand connections with both internal and external initiatives and Programmes.
- Ability to think and act strategically.
- Ability to work collaboratively with others to achieve impactful results.
- Ability to manage ambiguity and complexity.
- Self-driven and strong problem-solving capabilities.

Desirable

- Experience working in the Pacific and/or Pacific communities.

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross-cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Fiji, see <https://vsa.org.nz/our-work/countryregion/fiji/> and <https://vsa.org.nz/our-work/countryregion/fiji/living-and-working/>

## 8. Living and Working Situation

PIFS will provide the volunteer with a workspace at the Forum complex and ensure that the Volunteer has the work tools and tools to carry out their work, including a work computer, internet access, access to systems, software and information as necessary for their assigned tasks.

PIFS is located on Ratu Sukuna Road, close to a park, a 5-minute taxi ride to the city and other shops and cafes in the suburb.

VSA will provide the volunteer with furnished accommodation – in some instances, volunteers may be required to share with other VSA volunteers. The volunteer will be provided with a list of items in the accommodation that will assist them when packing. Accommodation and utilities costs are covered by VSA.

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## Additional Information

### ST1 assignment (fewer than 6 months)

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status and currently living in NZ.

#### Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

#### Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

#### Family status

VSA is not able to support Partners to accompany volunteers on assignments of fewer than 6 months. Also, volunteers with accompanying dependents will not be considered for this assignment.

#### Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

#### Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

#### Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

#### Volunteer package

The volunteer's package includes the following:

##### *Reimbursements and grants*

1. The volunteer will receive a daily living allowance of NZD43 or FJD55.

##### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances, volunteers may be asked to share accommodation.

##### *Airfares and baggage allowance*

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

##### *Insurance*

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

#### *Utilities*

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

*Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.*