



Pacific Network on Globalisation (PANG)

Positions available: Coordinator, and Administration and Accounts Officer.

About PANG

PANG is a network of concerned individuals and organisations responding to economic justice issues and promoting viable sustainable Pacific communities. PANG plays a regional role of the 'peoples watchdog' on trade issues.

PANG was established in 2000 by regional NGOs concerned that Pacific civil society was being left out of the debate on trade liberalisation and that the free-trade agenda lacked a focus on key goals of human development and poverty reduction. PANG is a research, education, advocacy and campaigning organisation. PANG provides considered research and analysis on trade issues, and regular media input – on trade and human development – across the region. PANG also plays a very important campaigning role, lobbying to have the concerns of Pacific civil society heard in fora where the Pacific's economic future is increasingly determined.

Ultimately, PANG aims to improve effective and democratic governance in the Pacific, by empowering Pacific civil society and private sectors to engage the decision making process around trade and economic planning. Ensuring human development is at the heart of Pacific trade policy is a common goal across PANG's work activities.

Coordinator

The incumbent is to undertake main responsibility for the day to day management of the PANG office and network, which includes establishing operating systems and policies; managing approved workplans, finances and staff; coordinating research activities, position and briefing papers; coordinating campaigns and major advocacy initiatives; coordinating workshops, seminars and conferences; mobilising resources for research, advocacy and educational activities; liaising with donor partners, churches, NGOs/CSOs and inter-governmental bodies; and representing PANG whenever required.

Requirements:

- Strong academic background in political economy, economics, politics or social sciences.
- Strong commitment to activism for social change. Experience in campaigns or organising would be an advantage.
- Excellent analytical and writing skills. Fluent in spoken and written English.
- Any other Pacific language (especially French or Pidgin) is a definite advantage.
- Familiarity with the region.
- Ability to work as part of a team, self motivated, and energetic.

Salary: Generous remuneration package: salary, plus health insurance and housing allowance. Remuneration commensurate with experience.

NB: Applications must include all of the following to be considered: Cover letter, CV with copies of supporting documents, a sample of your writing, two written references, and two referees for contact.

Administration and Accounts

The incumbent is to be responsible for day to day administration and accounts as well as doing administrative support for PANG projects, including conference logistics, and document preparation.

- Must be attentive to detail and able to meet deadlines.
- Must be reliable and punctual.
- Must have experience in project administration, preferably in the non-profit sector. Duties include: logistics for conferences, arranging travel, providing administrative support for campaigns, training and other PANG work.

- Must have experience in accounts. Duties include: Day to day book keeping in AR/AP, banking, cheque preparation etc. To be supervised by accountant.
- An interest in social and economic justice issues an advantage.

Salary: \$12-15,000, commensurate with experience.

NB: Applications must include all of the following to be considered: Cover letter, CV with copies of supporting documents and at least one written reference, and two referees for contact.

Make applications to: Coordinator, PO Box 17105, Suva, Fiji or email: coordinator@pang.org.fj. Applications close 8th February 2008.