

Assistant Directorship, Pacific Fusion Centre

Position Title	Assistant Director
Organisation	Pacific Fusion Centre
Duration	8 months with two possible 12-month extensions. Position to commence in November 2025
Location	Port Vila, Vanuatu
Remuneration	Australian Dollars 125,000 – 175,000 annual contract fee (plus accommodation allowance by negotiation)
Contracting arrangement	Contract for Services
Governance arrangement	The Pacific Fusion Centre is anchored in the Pacific regional security architecture and takes policy direction from Pacific Islands Forum (PIF) Members through the Forum Officials Committee (FOC) Subcommittee on Regional Security (FSRS). The Centre is funded by the Australian Government. The Assistant Director reports to the Director of the Pacific Fusion Centre and is accountable to DFAT under contract terms.
Eligibility	Applicants must be a national of a Forum Island country (i.e. a national of one of the following countries: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, the Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu).

The Role

A highly qualified and experienced **Assistant Director** is required to join the leadership team of the Pacific Fusion Centre (Centre) and deliver its objectives.

This is a fixed-term opportunity based in Port Vila for an initial duration of 8 months with two possible 12-month extensions.

The **ideal candidate** will have excellent knowledge of regional security, intelligence or national security policy, and outstanding regional networking, stakeholder management, representation and advocacy skills and experience.

The Assistant Director will report to and work closely with the Director PFC to embed the Centre's reputation for excellence and collaboration and implement the Director's strategic vision for the Centre. The Assistant Director will support the delivery of the operations of the Centre and build effective working partnerships across the Pacific security community, including with all government national security agencies in Pacific Island Forum countries and with relevant regional organisations as appropriate.

The Assistant Director will have demonstrated strategic leadership and management skills to support the Centre to deliver quality programs and to foster a high-performance culture within a multi-disciplinary team.

The Assistant Director will have a clear-eyed view of the Pacific region's security interests, including the Boe Declaration on Regional Security priorities and new and emerging security threats, and act as Director of the Centre in the Director's absence.

Experience in a Pacific government agency, security agency or relevant regional organisation will be an advantage.

Background

The Centre was established in 2018 to support PIF Leaders to deliver on the security priorities articulated in the 2018 Boe Declaration on Regional Security. It is a regional organisation embedded within the PIF security architecture and established its permanent headquarters in Port Vila, Vanuatu in December 2021. The Centre hosts Pacific analyst secondees and publishes open-source strategic assessments, which are accessible by Pacific Island Forum government officials through a closed portal.

The Centre's mission is to support the delivery of regional security outcomes by enhancing information sharing, building analysis and assessment capacity, and fostering a productive network of Pacific security officials and stakeholders. The Centre aspires to be the regional centre of excellence in open-source strategic security assessments, capacity building, and information sharing.

The **key functions** of the Pacific Fusion Centre are to:

- fuse open source and authorised unclassified information into strategic assessments relevant to Boe Declaration priorities, including regular product lines and tailored assessments;
- support development of national, sub-regional and regional analytical capacity and security coordination, as guided by established regional security mechanisms; and
- support relevant national and regional agencies to work across silos and share information;
- provide 'self service' domain awareness through media monitoring and an online, unclassified geospatial portal.

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Position objectives	Core functions
Contribute to the strategic direction of the Centre	<ul style="list-style-type: none"> • Together with the Director and Special Adviser, help shape the strategic direction of the Centre, including through contributing to and reporting against Strategic and Annual Plans, and supporting broad consultation across national Beneficiaries, and with regional organisations, on the Centre's strategic direction. • Contribute to a culture of excellence and support a high performing multidisciplinary team of regional security officials. • Promote a safe, healthy, inclusive work environment.
Support delivery of the Centre's strategic assessments and production outputs	<ul style="list-style-type: none"> • Provide advice and perspective on strategic priorities, opportunities, and sensitivities to inform production pipelines and production plans. • Solicit targeted feedback from senior government officials on the Centre's products and identify priority topics for future production. • Review and provide feedback on assessments and other products ahead of publication. • Support the Technical Advisers to provide mentorship and guidance to analysts seconded to the Centre within the Production Team. • Identify and engage with senior officials, academics, and other local leaders with the capacity to produce occasional assessments relevant to the Centre.

Support delivery of the Centre's capacity-building program	<ul style="list-style-type: none"> • Work with National Focal Points to identify and encourage high calibre mid-ranking officials to apply for the Pacific Analyst Program and other opportunities within the Centre. • Support the Technical Advisers to provide mentorship and guidance to analysts seconded to the Centre under the Pacific Analyst Program. • Occasionally prepare and deliver strategic assessments on topics requested by PIF members. • Provide advice to improve implementation and strengthen the effectiveness of the Pacific Analyst Program.
Build effective partnerships and deliver a structured program of strategic engagement and outreach	<ul style="list-style-type: none"> • Support the Director to manage the Centre's regional footprint through strategic outreach activities, build an effective high-level network of stakeholder relationships and partnerships, promote the Centre's products and build a strong clientele among relevant PIF Member agencies and regional organisations. • Lead monthly Virtual Analytic Dialogues tailored to the interests of PFC beneficiaries and alumni. • Promote discourse on emerging security threats, and foster cohesion around a common operating picture of the region's security priorities. • Contribute to the implementation of an alumni program that delivers continued learning and effective networking to the benefit of national and regional security agencies.
Information-sharing	<ul style="list-style-type: none"> • Support engagement on information sharing arrangements with relevant regional organisations and member state agencies to build better regional cooperation and harness data resources and expertise.
Build the Centre's reputation for excellence and collaboration, and build effective working partnerships across the Pacific security community	<ul style="list-style-type: none"> • Utilise a range of platforms to actively promote the Centre's mission, shape regional debate around new and emerging security priorities, and engender a sense of shared purpose to deliver outcomes in the region's security interests. Platforms may include keynote speaking opportunities and media opportunities. • Support the Director in representing the Centre's interests in public forums, including in stakeholder meetings, conferences, and media interviews. • Establish customer relationship management strategies and feedback loops as part of the Centre's monitoring and evaluation processes. • Prepare communications products and reports on Strategic and Annual Plans to demonstrate the Centre's achievements and accountability against its strategic objectives.

Accountability and working relationships

The Assistant Director will be accountable to the Australian Department of Foreign Affairs and Trade under a contract for services (independent contractor) arrangements.

The Assistant Director will report to the Director of the Pacific Fusion Centre, alongside a small team of locally-engaged staff and Australian officials supporting Centre operations, including a Special Adviser whose role is to support the Director in their executive leadership role and hold financial responsibilities; a Technical Advisor to support the management of the production and secondment programs; and a Corporate Adviser to deliver enabling administrative functions. The Centre will host at least three cohorts of Pacific analysts on short-term secondments each year as well as Research Analysts to support the Centre's productions.

Together, the team will work to deliver assessment products for Forum country officials, while fostering core capabilities and consolidating effective information sharing networks in the region.

Key selection criteria

All applicants are expected to demonstrate:

- Excellent understanding of regional security issues and demonstrable skills in strategic assessments, intelligence, or national security policymaking (national, regional, or international).
- Outstanding communication, networking and stakeholder management skills, including liaison with ministers, senior government officials, business leaders and academia.
- Excellent skills in negotiation, advocacy and representation.
- Outstanding interpersonal, cross-cultural communication and team leadership skills.
- Experience managing or overseeing the delivery of significant policy initiatives or programs, particularly in the security, defence or intelligence space, within a Pacific context.
- Experience managing substantial resources, including financial and people.
- Fluency in English, as the official language of the Pacific Fusion Centre and the Pacific Islands Forum.

Essential

Qualifications

- A relevant undergraduate degree in political sciences, law, international relations, social sciences, finance, business administration, management or related area.
- A postgraduate degree (master's degree or equivalent) in Security, International Relations, Public Sector Management or similar field of study is highly desirable.

Skills, experience, knowledge

- A minimum of five years' experience in senior public sector management, or international or regional organisation management, particularly in the security space.
- Proven experience of involvement in policy processes, planning, and/or in driving policy changes.
- Proven experience of managing people or teams to deliver on organisational priorities, policies and programs.
- Relevant knowledge of and experience working in the Pacific context (e.g. from living and working for a Pacific Government, institution and/or Pacific regional organisation).

Leadership

- Senior leadership experience, preferably in a relevant Pacific government agency, regional agency or organisation.

- Demonstrated networking and stakeholder management skills, including liaison with Ministers, senior government officials, business leaders and academia.
- Demonstrated ability to shape strategic direction and achieve results.
- Demonstrated ability to problem solve using sound judgement and manage risks.
- Demonstrated management of substantial resources, including financial and people.
- A commitment to fostering a safe, healthy, inclusive work environment through promoting diversity, innovation and continuous improvement.

Technical Expertise

- Demonstrated expertise in strategic analysis, intelligence, security or a field related to one of the priorities identified in the Boe Declaration.
- Demonstrated understanding of the regional political landscape, and opportunities and challenges for the Pacific region, particularly in the security space.
- Demonstrated understanding of international legal frameworks, regional architecture, and regional engagement processes.

Communication and Advocacy

- Demonstrated skills in negotiation, advocacy and representation. An ability to communicate convincingly with influence.
- Outstanding interpersonal, cross-cultural communication and team leadership skills.
- Displays personal resilience and maintains integrity.

Special conditions

As this is an Australian Government funded position, the Assistant Director will be required to:

- (a) comply with Australian Department of Foreign Affairs and Trade safeguard and workplace policies and any other Australian legislation or policies specific to their placement.

The Benefits:

- Remuneration is a negotiable annual contract fee
- Mobility and transfer allowances
- Flights, medicals, and insurance
- Pre-departure briefing and in-country orientation

How to apply:

DFAT operates under equal employment opportunity principles and laws. We encourage appropriately qualified and experienced people to apply regardless of age, sex, ethnicity, physical ability or beliefs.

Candidates must submit a **resume with a covering letter addressing the key selection criteria** mentioned above.

Applications must be submitted to PFCAD@hudson.com by 11:59pm AEST on Friday 26 September 2025. Late applications will not be considered.

For enquiries, please contact Pat Hart on +61 439 074 391 or email pat.hart@hudson.com