



Working together, preserving, celebrating and nurturing the heritage of the peoples of the Pacific Islands

Position Description - PIMA Secretary-General

Background

The Pacific Heritage Network (PHN) is recruiting a Secretary-General to manage and grow the Pacific Islands Museum Association (PIMA). The PHN, a pan-Pacific regional and international alliance promoting the role and profile of culture in the Pacific across all sectors of society, was formed in 2007 through the joining up of PIMA and ICOMOS Pasifika Scientific Committee for the preservation and promotion of world heritage sites in Oceania. The appointee will manage and reinforce PIMA and work closely with ICOMOS Pasifika and develop the PHN.

PIMA was established in 1994 to advocate for and build capacity in Pacific cultural heritage. It is legally registered in Vanuatu as a not-for-profit Charitable Trust governed by an Executive Board that comes together regularly through electronic communication, and at least once a year in a face-to-face meeting. PIMA was initially hosted by the Secretariat for the Pacific Community (SPC) at its Secretariat in New Caledonia. In May 1999 PIMA was incorporated in Fiji as a Charitable Trust. PIMA was officially accepted as an affiliated organization of the International Council of Museums (ICOM) in 1998. In 1999, a position of Secretary-General was sponsored by the Canadian government through its international volunteer agency CUSO, and continued to fund this position until 2003. Since 2005 the Australian government has sponsored two Secretary Generals through AusAID funded volunteer programs, and in mid-2006 PIMA moved from the Fiji Museum to the Vanuatu Cultural Centre as the new hosting agency.

PIMA today represents 45 museums and cultural centres from across the countries, states and territories of the Pacific region including American Samoa, Cook Islands, Easter Island (Rapa Nui) Federated States of Micronesia, Fiji, French Polynesia, Guam, Hawaii, Kiribati, Marshall Islands, Nauru, New Caledonia, Norfolk Island, Northern Mariana Islands, Niue, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu, and Samoa. In addition to Pacific museums and cultural centres, membership extends to international museums with Pacific collections, universities, research centres and individuals within the region and internationally which support the PIMA vision, mission aims and activities.

Over the past 15 years, PIMA has empowered museum staff from across the Pacific with knowledge and skills in a variety of areas to help them deal with challenges and opportunities that come with heritage management in a changing environment. PIMA coordinated a series of workshops funded by a range of donors and presented in different locations throughout the region to address many of the basic needs in the field of cultural heritage preservation in the region. As a regional advocate for cultural heritage, PIMA has long played an important capacity building and advocacy role across the spectrum of natural and cultural heritage safeguarding activities in the Pacific. PIMA has taken a leadership role in the region, and its achievements since 1994 have been substantial. In 2008, PIMA hosted the Inaugural Arts in Oceania Symposium in Vanuatu, a highly successful event which issued a set of recommendations which will guide the appointee.

PIMA's mission is specifically:

- 1) To represent the interests and concerns of museums and cultural centres in the region,
- 2) To enhance and further develop museums and cultural centres of the Pacific,
- 3) To promote communication links between professionals and institutions in support of Pacific Islands heritage management,
- 4) To promote community involvement in the vision of PIMA through consultation, education and access activities,



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- 5) To enhance human resources through education and training,
- 6) To develop and promote ethics and standards,
- 7) To advise and work with governments and other agencies in matters of heritage management and policy.
- 8) To facilitate the protection and restitution of tangible and intangible cultural property.
- 9) To enhance and further develop PIMA.

Additional information on PIMA is available at: www.pima.museum

Position location and duration

The PIMA Secretariat is based in Port-Vila, Vanuatu where the position is located. The position will be for one year from the date of recruitment and renewal will be dependent on the appointee's raising of funds.

Key responsibilities:

- 1) consolidating the Secretariat for the present and the future, including securing funds for the continuation of the position of the Secretary-General and for the programs and projects of PIMA, ICOMOS Pasifika and the PHN
- 2) expanding the membership of the organization and working closely with regional museums and cultural centres,
- 3) raising the profile of PIMA and the PHN,
- 4) working closely with the Deputy Secretary-General.

Priority duties:

- Develop project proposals and source funding for the Secretary-General position and priority projects
- Ensure sufficient funding is available for ongoing core activities
- Implement PIMA's five year plan strategic plan and recommendations from the Inaugural Pacific Arts Symposium
- Liaise closely with PIMA members to serve their needs and interests
- Work closely with Deputy Secretary General on a regular basis on overall operational running and progress of the secretariat
- Advise the PIMA Board on the development of PIMA, ICOMOS Pasifika and PHN
- Report to and provide secretariat services to the Executive Board

Additional duties:

- Represent and promote the PHN at conferences, workshops and universities, where possible, at the national, regional and international levels
- Maintain the profile and networks of the Pacific Heritage Network at diplomatic and international levels with governments, heritage organizations, museums and donors
- Ensure regular communication with UNESCO Pacific Office culture advisor, Communications advisor and SPC Human Development Program Adviser Culture



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Qualifications, skills and experience:

Essential

- Degree in social sciences, humanities, with a preference for cultural heritage management field.
- Minimum 2 years experience in a cultural-heritage related field.
- Good knowledge of the Pacific region (Preference will be accorded to a Pacific Islander)
- Proven ability to work independently and as a team member
- Experience in raising funds and good financial management skills
- Excellent communication skills
- Experience in working at community and international levels

Desirable

- Second degree in social sciences, humanities with a preference for cultural heritage management field.
- Knowledge of a Pacific language and/or bislama (pidgin)
- Computer skills

Salary terms and conditions

The salary will be US\$24000 for 12 months.

Funding for the relocation of the successful applicant from another country in the Pacific to Vanuatu is also provided for.

The closing date for applications is December 1st 2009. Applicants should send (1) a letter stating why they are interested in this position, (2) a CV, and (3) contacts of three referees, to the following address:

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