

Oceania Customs Organisation Secretariat

Head of Secretariat

Our Client, Oceania Customs Organisation Secretariat (“OCO”), invites applications from highly experienced and visionary leaders for the position of **Head of Secretariat** to lead and strengthen the regional customs cooperation agenda across 24 Pacific Island member administrations.

The OCO plays a central role in promoting the effectiveness and efficiency of Customs administrations through the harmonisation and simplification of procedures, facilitation of trade, capacity building and enhanced law enforcement cooperation across the region. The Head of Secretariat will oversee the overall operations of the OCO Secretariat, ensuring strong, agile and strategic leadership that supports Member priorities and the long-term sustainability of the organisation.

This leadership role requires a close working relationship with the Finance & Corporate Services Manager, Operations Manager and respective staff and reports to the OCO Steering Committee. This role requires exceptional diplomatic capability, deep regional understanding and proven experience managing complex operations within diverse professional and cultural environments.

The role's key responsibilities include:

- Provide strong regional representation of OCO and its members at key international and regional forums, maintaining high level relationships with the World Customs Organisation, development partners and member administrations.
- Oversee the coordination and delivery of the Annual OCO Conference and all OCO governance meetings.
- Ensure the financial sustainability of the organisation through sound financial management, transparent reporting and effective oversight of all member and donor funds.
- Lead the development, implementation, monitoring and reporting of the annual OCO Work Plan.
- Manage and motivate Secretariat staff, ensuring performance planning, professional development and a harmonious, high performing workplace culture.
- Provide strategic leadership in risk management, good governance and organisational planning.
- Foster capacity building for member administrations and staff, supporting a strong customer service culture across the Secretariat.
- Uphold OCO's health and safety framework and maintain its legal registration in Fiji.
- Undertake regional and international travel as required to support OCO initiatives and stakeholder engagement.

The preferred candidate must have:

- At least 15 years of significant experience in strategic leadership, management, and operational delivery at a managerial level, preferably within the Pacific region.
- High level experience engaging with governments, regional bodies, donors and international organisations.
- Strong analytical, strategic thinking and planning capabilities.
- Demonstrated knowledge of customs issues and regional challenges affecting Pacific Island countries and territories.
- Proven experience managing donor funded programs.
- Excellent oral and written communication skills, with strong negotiation, diplomacy and interpersonal capability.
- Outstanding leadership skills with a track record of building high performing teams and driving organisational change.
- Ability to manage complex issues, make decisive and well-reasoned judgements and lead effectively in diverse cultural environments.

All applications will be treated with strict confidence and should be received by **Friday, 2 January 2026** quoting **“Head of Secretariat – Oceania Customs Organisation Secretariat”**

Email: recruit@fj.gt.com

Telephone enquiries shall be directed to Ms. Anishma Pillay on (679) 331 3955 / 7020854.