

## JOB DESCRIPTION

### Job Identification

Job Reference:	
Job Title:	Director – Fisheries Management
Work Unit:	Fisheries Management Division (FMD)
Responsible To:	Director-General through the Deputy Director General
Responsible For:	FMD Staff (12) and also short-term consultancy contracts
Job Purpose:	<p>This job exists to -:</p> <ul style="list-style-type: none"> <li>• Lead and supervise the work of the Fisheries Management Division in delivering on the FFA Strategic Plan and Annual Work Programme and Budget;</li> <li>• Provide advice and support to FFA members in the management of their offshore fisheries including: <ul style="list-style-type: none"> <li>○ Advising FFA members on the design and implementation of zone-based management arrangements at national, sub-regional and regional level;</li> <li>○ Collaboration with SPC to assist member countries in implementing the Harvest Strategy Approach to tuna fishery management;</li> <li>○ Assisting FFA members to coordinate their participation in the Western and Central Pacific Fisheries Commission (WCPFC);</li> <li>○ Coordinating the work of FFA Fisheries Management Advisers in tuna fishery management planning and implementation with members;</li> </ul> </li> <li>• Oversee the management and implementation of donor-funded projects, often in collaboration with other Divisions and organisations;</li> <li>• Provide advice and reports to Executive, the Forum Fisheries Committee and, where appropriate, to other regional and international organisations on tuna fisheries management issues.</li> </ul>
Date:	July 2019

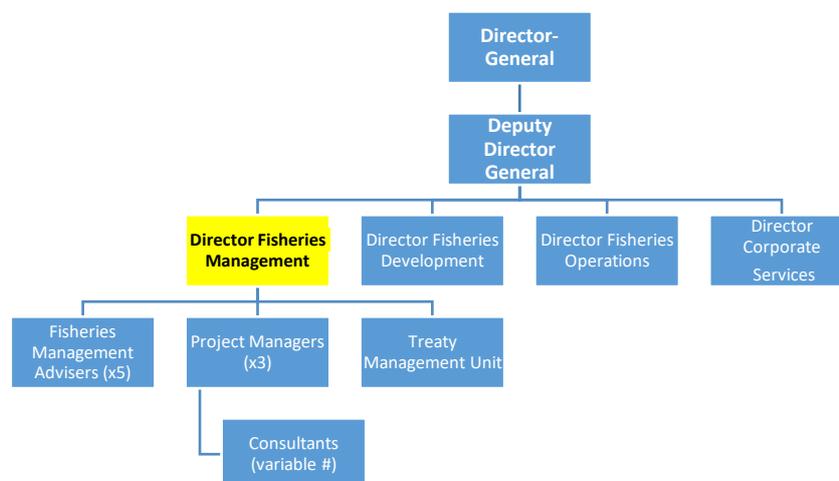
## Vision of the Pacific Islands Forum Fisheries Agency

Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

## Mission of the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.

## Organisational Context



## Key Result Areas

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Leadership, management and coordination of Fisheries Management Division activities</b></p> <ul style="list-style-type: none"> <li>Oversee and direct the work programme of the Division in line with members' priorities articulated in the Statement of Intent and annual work plans, and in FFA service agreements with individual members.</li> <li>Advise the Director-General on recruitment of Divisional staff, including chairing selection panels as required.</li> </ul>	<ul style="list-style-type: none"> <li>Divisional activities have a demonstrated positive impact on management of tuna fisheries in the region.</li> <li>Services delivered to members by FMD are of high quality and to their satisfaction.</li> <li>The Division has competent staff, their performance is evaluated fairly and any development needs addressed.</li> </ul>

<ul style="list-style-type: none"> <li>• Manage the performance of Divisional staff, including implementation of annual performance reviews, and convening regular Divisional staff meetings.</li> <li>• Develop the annual work plan and budget for the Division in consultation with staff and oversee its disbursement in line with FFA financial procedures.</li> <li>• Oversee the recruitment and management of consultants engaged by the Division.</li> </ul>	<ul style="list-style-type: none"> <li>• The Division efficiently uses the financial resources necessary to deliver the work plan.</li> <li>• TORs for consultants are well designed, FFA procurement processes followed, and high quality services are provided in a cost-effective way.</li> </ul>
<p><b>2. Providing strategic, policy and technical advice on:</b></p> <ul style="list-style-type: none"> <li>• fishery management planning;</li> <li>• development of fisheries management frameworks and arrangements;</li> <li>• zone-based management;</li> <li>• international obligations including under WCPFC;</li> </ul> <p>to FFA Executive, Members and, where appropriate, other organisations and stakeholders.</p> <p>Ensuring FFA is effectively represented in regional and international meetings relevant to these areas.</p>	<ul style="list-style-type: none"> <li>• Policy and technical advice is robust, coherent with other FFA initiatives and pragmatic;</li> <li>• Emerging and complex issues are identified and relevant policy advice, capacity development and technical support is planned for and implemented;</li> <li>• There is effective advocacy of the regional and national positions of FFA members in international forums including WCPFC;</li> <li>• FFA members' positions and priorities are reflected in the outcomes of international meetings, including in the annual WCPFC meeting.</li> </ul>
<p><b>3. Relationship management with Members, Donors and other agencies, including meeting support.</b></p> <ul style="list-style-type: none"> <li>• Maintain regular contact with counterparts in national fisheries agencies and FFA partner organisations including SPC and PNAO;</li> <li>• Lead workshop discussions to develop and refine positions to take into decision-making forums;</li> </ul>	<ul style="list-style-type: none"> <li>• The Director is a trusted source of information and advice in member countries;</li> <li>• Sound regional positions are developed and approved by members;</li> <li>• FFA positions and interests are well defined and advanced in wider regional forums;</li> <li>• Beneficial relationships are developed and maintained;</li> </ul>

<ul style="list-style-type: none"> <li>• Develop and maintain partnerships with other organisations which can add value to the Division's work;</li> <li>• Oversee implementation of donor-funded projects that come under the Division: ensure that these are implemented efficiently and effectively and all reporting requirements met;</li> <li>• Lead the development of funding proposals for FMD activities and, where appropriate, broader FFA and multi-agency projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Donors and members are satisfied with project implementation;</li> <li>• External reviews of the work of the Division and associated fisheries management projects are favourable;</li> <li>• New funding is secured for the work programme.</li> </ul>
<p><b>4. Contribution to FFA governance, management and cross-cutting initiative</b></p> <ul style="list-style-type: none"> <li>• Provide high quality meeting support, including policy and technical papers and presentations, facilitation, minute keeping and other logistical support when needed;</li> <li>• Lead FFA field visits to member countries including to deliver against and/or assist development of Country Service Level Agreements;</li> <li>• Support and contribute to discussion and decisions of the Executive Management Team, including FFA planning and organisational policy development and implementation;</li> <li>• Ensure fisheries management priorities and objectives are understood and considered in the work of the other divisions and programmes;</li> <li>• Liaise with other Divisions in areas of support to members which require a coordinated response, such as WCPFC matters;</li> <li>• Ensure involvement of other Divisions in the design and</li> </ul>	<ul style="list-style-type: none"> <li>• Well run regional and sub-regional meetings with timely papers, effective leadership and/or support to Senior Executive if present;</li> <li>• Effective participation in the Executive Management Team in overall management of the Agency;</li> <li>• Forge strong teamwork with the Senior Executive, in a manner that is cooperative, consultative and transparent and readily sharing of ideas and information;</li> <li>• Divisional work-plans are collaboratively developed with staff and incorporated into the Statement of Intent and AWPB;</li> <li>• Division delivers high quality advice, services and activities that achieve results;</li> <li>• Member countries provided with relevant advice and assistance to develop capability in respect of regional and national fisheries management issues.</li> </ul>

implementation of donor-funded projects.	
<b>5. Act as Officer in Charge in the absence of DG and DDG, as directed</b>	<ul style="list-style-type: none"> <li>• Management of Secretariat according to approved standards and governance frameworks</li> <li>• Knowledgeable and effective representation of FFA interests and approach.</li> </ul>

**Note:** The above performance requirements are provided as a guide only. Specifics are to be agreed with supervisor as part of the performance management process.

## Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> <li>◆ Influence and advocacy –discussion and negotiations with donors, FFC, member delegations including Ministers, and WCPFC members – within agreed frameworks and policies and in area of technical responsibility</li> <li>◆ Being responsible for the management of donor projects – ensuring donor requirements are complied with, while also adhering to FFA policies and procedures</li> <li>◆ Managing member expectations and aspirations in a highly competitive regional and global context, particularly with respect to fisheries management decisions and negotiations on zone based management arrangements and allocation of fishing opportunities.</li> <li>◆ Dealing with increasing volume of issues and challenges as the complexity of management arrangements increases, including under climate change;</li> <li>◆ Coordinating diverse activities undertaken and delivered by a range of staff and consultants to ensure consistency, equity and high quality outcomes across the membership;</li> <li>◆ Responding to diverse national and sub-regional interests of members, including in the context of Country Service Level Agreements and the involvement of other development partners;</li> <li>◆ Managing several staff and consultants including recruitment and performance.</li> </ul>

## Level of Delegation

The jobholder:

- manages operational budgets totalling around US\$6m;
- can authorise expenditure up to \$100,000 if in line with Divisional budget;
- can sign standard letters on behalf of Director General when acting as Officer in Charge.

## Functional Relationships and Relationship Skills

Key internal and/or external contacts	Nature of Contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>– Representatives of member countries</li> <li>– Donor Representatives</li> <li>– PNAO, SPC and WCPFC</li> <li>– other CROP agencies</li> </ul>	<p>Scoping works, provision of policy and technical advice, facilitation of meetings; policy development, scheduling of interventions</p> <p>Reporting on progress of Donor projects as well as developing project proposals for funding</p> <p>Participating in joint projects, providing fisheries-specific advice in wider regional and international processes</p> <p>Facilitating CROP-wide regional initiatives and reporting against Leaders' priorities</p>
<b>Internal</b> <ul style="list-style-type: none"> <li>– Director General and Deputy Director General</li> </ul>	<p>Report and provide policy and technical advice in area of technical responsibility;</p> <p>Report progress of Divisional work-plan and status of staffing and budget.</p>
<ul style="list-style-type: none"> <li>– Other Directors</li> </ul>	<p>Ensure strong communication and integration of work across divisions to ensure coherence and coordination in FFA Secretariat engagement with members.</p> <p>Facilitate development of FFA medium term and annual goals and work plans.</p>
<ul style="list-style-type: none"> <li>– Divisional Staff</li> </ul>	<p>Direct, supervise, and mentor staff. Implement FFA staff performance management scheme.</p>
<ul style="list-style-type: none"> <li>– Corporate Services Division</li> </ul>	<p>Receive and cross-check weekly divisional accounts.</p> <p>Support with recruitment and consultant procurements.</p> <p>Support in performance management of staff.</p> <p>Annual budget formation, and reporting to FFC against the work plan and to individual countries against country service level agreements.</p>

## Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>◆ A tertiary degree in a fisheries management or related area. A minimum of 8 years' progressive experience in fisheries management with at least 5 years senior management experience. High degree of fluency in English, both written and verbal.</li> <li>◆ Demonstrable ability to manage individual staff and teams to deliver against organisational workplans to produce anticipated outcomes. Proven experience in strategic leadership and management including staff performance management, strategy development and policy frameworks.</li> <li>◆ Project management experience including management of donor relationships, from initial project development, including liaison with fund sources, through to project implementation, monitoring and review. Extensive practical experience in, and understanding of national, regional and international fisheries legal instruments.</li> <li>◆ Demonstrable knowledge of the harvest strategy approach to fisheries management, with an understanding of the ecosystem approach.</li> <li>◆ Proven record of developing and providing high-quality fisheries policy briefings and analysis to senior officials and Ministers, both in writing and verbally.</li> <li>◆ Ability to specify fisheries science and MCS requirements in the design and implementation of fisheries management measures.</li> </ul>	<p>A post-graduate degree in fisheries management or related area Prior experience working with Pacific SIDS and/or with other developing countries.</p> <p>Direct experience of RFMO meetings and negotiations</p> <p>Experience of working in an international or regional organisation</p> <p>Hands-on experience in the implementation of precautionary or harvest strategy approaches to fisheries.</p>

## Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

To be expert in:	<ul style="list-style-type: none"> <li>• Fisheries Management – Knowledge of current best practice and principles of fisheries management, particularly the Harvest Strategy Approach and Ecosystem Approach to fisheries management;</li> <li>• Policy development and negotiation;</li> <li>• Legal framework for fisheries management at international, regional, subregional and national levels, particularly with respect to highly migratory fish stocks.</li> </ul>
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Advanced competency in:	<ul style="list-style-type: none"> <li>• Workshop and meeting facilitation;</li> <li>• Oral and written communication;</li> <li>• Specification of MCS policy to implement effective management;</li> <li>• Stock assessment interpretation;</li> <li>• Activity impact analysis: economic, social (including gender) and environmental;</li> <li>• Secretariat strategic and operational planning framework, and associated monitoring and evaluation. In-depth knowledge of the Statement of Intent, Annual Work Programme and Budget and reporting;</li> <li>• Excellent knowledge and understanding of FFA Staff Regulations, HR Policies, Financial Regulations and other policy directives for management and operations of staff.</li> </ul>
Working knowledge of:	<ul style="list-style-type: none"> <li>• Awareness of diverse member island cultures and policy directions;</li> <li>• Understanding of applied fisheries economics and investment strategies and opportunities to support fisheries development;</li> <li>• Stock assessment science and statistical analysis methods;</li> <li>• FFA governance processes and requirements.</li> </ul>
To have awareness of:	<ul style="list-style-type: none"> <li>• Fisheries in the broader context of international development and the Sustainable Development Goals;</li> <li>• Wider geo-political issues in the Pacific region.</li> </ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of their Personal Performance Management:

- Excellent Analytical Skills.
- Excellent communication skills (written, verbal, and interpersonal).
- Results oriented.
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Recognizes and responds appropriately to the ideas, interests and concerns of others.
- Builds trust and engenders morale by displaying open, transparent and credible behaviour.
- Utilises diversity to foster teamwork.

## Change to Job Description

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological changes, changes

as a result of institutional or organisation reviews, and changes required to implement revised strategic direction. Such change may be initiated as necessary by the Director General.

This Job Description may also be reviewed as a result of any agreed changes to annual personal performance agreements resulting from the performance management cycle.