

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Director - Fisheries Development Division
Work Unit:	Fisheries Development Division
Responsible To:	The Director-General (DG) through the Deputy Director-General
Responsible For:	Staff and consultants of up to 14 in number.
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none">• Lead and supervise the work of the Fisheries Development Division in delivering on the FFA Strategic Plan and Annual Work Programme and Budget;• Provide advice and support to FFA members in the development of their offshore fisheries, including in relation to:<ul style="list-style-type: none">▪ fishery development planning;▪ economic analysis and intelligence;▪ market access and trade; and▪ investment evaluation and facilitation.• Provide oversight of the implementation and management of donor funded projects, including from the EU and World Bank, often in collaboration with other Divisions and organisations.• Provide advice and reports to Executive, the Forum Fisheries Committee and, where appropriate, to other regional and international organisations on tuna fisheries development issues.
Date:	August 2019

Vision of the Pacific Islands Forum Fisheries Agency

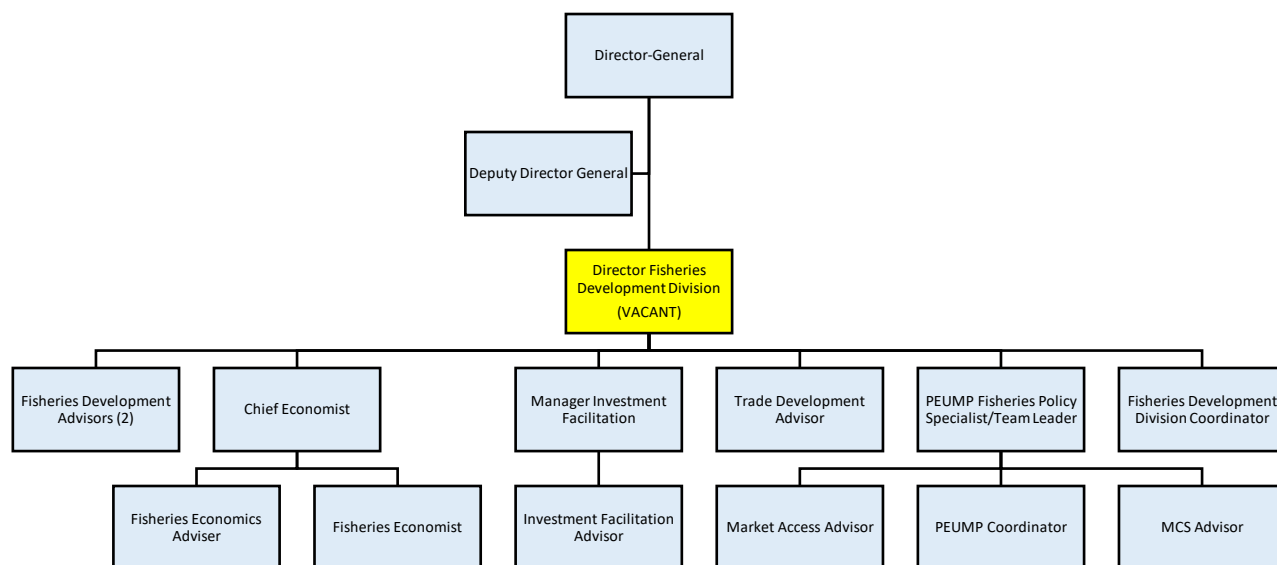
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

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.

FFA Strategic Plan 2020-2025

Organisational Context



Key Result Areas

The following encompasses the following major functions or Key Result Areas

1. Divisional leadership, management and coordination
2. Policy, technical and strategic advice
3. Relationship management with members, donors & other agencies, including meeting support
4. Contribution to FFA governance
5. Higher Duties

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

is accountable for	and is successful when
<p>1. Leadership, management and coordination of Fisheries Development Division activities</p> <ul style="list-style-type: none"> ➤ Oversee and direct the work programme of the Division in line with members' priorities articulated in the SOI and annual work plans ➤ Lead recruitment of Divisional staff and manage their performance ➤ Develop the annual budget for the Division in consultation with staff and 	<ul style="list-style-type: none"> • Divisional activities have a demonstrated positive impact on development of tuna fisheries in the region • Services delivered to members by FDD are of a high quality and to their satisfaction • The Division has competent staff, their performance is evaluated fairly and any development needs addressed

is accountable for	and is successful when
<p>oversee its disbursement in line with FFA financial procedures</p> <ul style="list-style-type: none"> ➤ Oversee the recruitment and management of consultants engaged by the Division 	<ul style="list-style-type: none"> • The Division efficiently uses the financial resources necessary to deliver the work plan • TORs for consultants are well designed, FFA procurement processes followed, and high quality services provided in a cost-effective way.
<p>2. Providing policy and technical and strategic advice in areas of technical responsibility</p> <ul style="list-style-type: none"> ○ fishery development planning; ○ economic analysis and intelligence; ○ market access and trade; and ○ investment evaluation & facilitation <ul style="list-style-type: none"> ➤ Provide policy and technical advice to FFA Executive, Members, and other organisations and stakeholders; ➤ FFA is represented in regional and international meetings relevant to these areas. 	<ul style="list-style-type: none"> • Policy and technical advice is robust, is coherent with other FFA initiatives and is pragmatic • Emerging and complex issues are identified and relevant policy advice, capacity development and technical support planned for and implemented • There is effective advocacy for the regional and national positions of members in international forum.
<p>3. Relationship management with members, donors and other agencies, incl. meeting support</p> <ul style="list-style-type: none"> ➤ Maintain regular contact with sectoral counterparts in national fisheries agencies and the private sector; ➤ Lead workshop discussions to develop and refine positions to take forward for presentation to decision making forums; ➤ Develop and maintain partnerships with other organisations which can add value to the Division's work; ➤ Oversee implementation of donor-funded projects that come under the Division: ensure that these are implemented efficiently and all reporting requirements met; ➤ Lead the development of funding proposals for FDD activities and, 	<ul style="list-style-type: none"> • The Director is a trusted source of information and advice in member countries; • Sound regional positions are developed and approved; • FFA positions and interests are safeguarded and beneficial relationships are developed; • Donors and members are satisfied with project implementation, and projects deliver tangible results; • External reviews of the work of the Division and associated development projects are favourable;

is accountable for	and is successful when
<p>where appropriate, broader FFA and multi-agency projects.</p>	<ul style="list-style-type: none"> • New funding is secured for the work programme,
<p>4. Contribution to FFA governance, management and cross-cutting initiatives</p> <ul style="list-style-type: none"> ➤ Provide high quality meeting support, including policy and technical papers and presentations, chairing, minute keeping and other logistical support when needed. ➤ Lead FFA field visits to member countries including to support consultations/negotiations with other stakeholders – e.g. on development of Country Service Level Agreements. ➤ Support and contribute to discussion and decisions of the Executive Management Team, including FFA plans and organisational policies ➤ ensure economic factors and development objectives are considered in the work of the other divisions and programs ➤ liaise with other Divisions in areas of support to members which require a coordinated response, such as EU yellow cards ➤ ensure involvement of other divisions in the design and implementation of donor funded projects 	<ul style="list-style-type: none"> • Well run regional and related meetings with timely papers and sound chairmanship and support to Senior Executive • Effective Participation in the Executive Management Team • Forge strong teamwork with the Senior Executive, in a manner that is cooperative, consultative and transparent and readily sharing of ideas and information. • Medium term goals are collaboratively developed with Divisional staff and incorporated into the Statement of Intent; • Annual programme and budget developed each year reflecting activities and results identified within the Statement of Intent. • Unit achieves planned activities and results; • Team delivers services and activities and achieves results • Member countries provided with relevant advice and assistance to develop capabilities in respect of regional and national fisheries development issues.
<p>5. Act as Officer in Charge in the absence of other Executive members</p>	<ul style="list-style-type: none"> • Management of Secretariat according to approved standards and governance frameworks. • Knowledgeable and effective representation of FFA interests and approach.

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken:

- ◆ Influence and advocacy – direct discussion and negotiations with donors, FFC and members, including Ministers, within agreed frameworks and policies and within area of technical responsibility.
- ◆ Being responsible for the management of donor projects – ensuring donor requirements are complied with, while also adhering to FFA policies and procedures.
- ◆ Managing members’ expectations and aspirations in the context of a highly competitive regional and global industry, including with respect to employment, investment decisions and market access for fisheries products.
- ◆ Dealing with a high volume and diverse range of issues and challenges as the complexity of the sector increases.
- ◆ Addressing growing diversity and needs of sub-regional interests, including in the context of progressively evolving relationships with Distant Water Fishing nations (DWFNs) and domestic fishing industry representatives.
- ◆ Managing 14 staff including in respect of recruitment and performance, in cooperation with Corporate Services Division.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> • Representatives of member countries • Donor Representatives • PNAO, SPC and other CROP agencies 	<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 international processes such as regional trade negotiations;</p> <p>Facilitating CROP-wide regional initiatives and reporting against Leaders’ priorities</p>
Internal <ul style="list-style-type: none"> • Executive 	<p>Report and provide policy and technical advice on fisheries development issues and work areas of the Division.</p> <p>Report progress of Divisional work-plan and status of Divisional budget</p> <p>Support and contribute to collegiate and Team-based approaches to FFA work</p>

Key internal and/or external contacts	Nature of Contact most typical
<ul style="list-style-type: none"> Other Directors 	<p>Facilitate development of medium term and annual goals and workplans.</p> <p>Ensure strong communication and integration of work across divisions to ensure coherence and coordination of FFA Secretariat engagement with members.</p>
<ul style="list-style-type: none"> Divisional Staff 	<p>Direct, supervise and coach staff including performance management.</p>
<ul style="list-style-type: none"> Staff of other Divisions 	<p>Collaborate in common areas of work, and oversee division of responsibilities on cross-cutting issues.</p>
<ul style="list-style-type: none"> Corporate Services Staff 	<p>Seek corporate services support where necessary and contribute to FFA policy and management initiatives.</p>

Level of Delegation

<p>The jobholder:</p> <ul style="list-style-type: none"> - manages operational budgets totalling up to US\$6m - can authorise up to \$100,000 of costs in own budget - can sign standard letters on behalf of Director General when acting as Officer in Charge.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications, Skills Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> Tertiary qualifications in fisheries, economics, resource management, development studies or a related field Minimum 8 years' progressive experience in fisheries development, economics, investment, commercial fishing operational management or related field with 5 years' experience as a senior manager Proven experience in strategic leadership and management of fisheries development services including strategic and performance planning, strategy development and policy frameworks 	<ul style="list-style-type: none"> Relevant post graduate qualifications. Prior experience working in the Pacific and/or a developing country situation. Experience of working in an international organisation Knowledge of national and regional fisheries access agreements and negotiations in the Pacific region.

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated experience in developing and managing effective teams, staff relationships and the supervision and mentoring of staff • Excellent communication, interpersonal, relationship building and customer service skills and experience relevant to FFA’s business and organizational context. • Understanding of the tuna fishing industry, fisheries investment, marketing and fisheries strategic planning and implementation, and trade and export facilitation within a Pacific context. • Broad knowledge of oceanic pelagic fisheries, with an emphasis on tuna and the tuna industry and practical experience in preparing industry development plans. • Understanding of rights based fisheries management and links to investment and economic development of the fisheries sector in Pacific Island countries. • Understanding of local, regional and world trade issues as they relate to primary industry commodities in the Pacific and the ability to develop and implement a reporting framework on emerging trade issues • Proven ability in developing high-level economic policies and in providing quality analysis and advice to senior public servants and Ministers. • Experience in the development, management, implementation and administration of development projects (including research proposals), from the initial project development phase (including liaison with donors, funders or treasuries), through to project completion, monitoring and review. • Ability and willingness to travel extensively normally within the region often for extended periods of time 	

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<p>Thorough understanding of tested regional and national practices and principles of fisheries industry development, Market access, Trade and Economics (including fisheries economics and rights based fisheries management)</p> <p>Strategic vision to integrate technical and business knowledge in leading fisheries development in FFA Member countries context</p>
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Advanced level	<p>Policy development skills Facilitation and influencing skills Excellent oral and written communication skills Cultural awareness of diverse member representation</p> <p>Secretariat Strategic and Operational planning framework, monitoring and evaluation process. In-depth knowledge of the Statement of intent, Annual Work Programme and Budget and reporting. Excellent knowledge and understanding of FFA Staff Regulations, HR Policies, Financial Regulations and any other policy directive for people management and operations of FFA</p>
Working knowledge	<p>Knowledge and understanding of similar organisations (region and international) providing similar services and finding the best niche for FFA in relation to Fisheries Development An appreciation of FFA's mandate and culture of assisting member countries in fisheries development</p>
Awareness	<p>Fisheries in the broader context of international development Geo-political issues in the wider Pacific region</p>

Key Behaviors

The employee will be measured against the following Key Behaviors

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behavior
- Respects individual/ cultural differences
- Commitment to gender and diversity principles
- Ability to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process