

**TERMS OF REFERENCE**  
**Job Description**

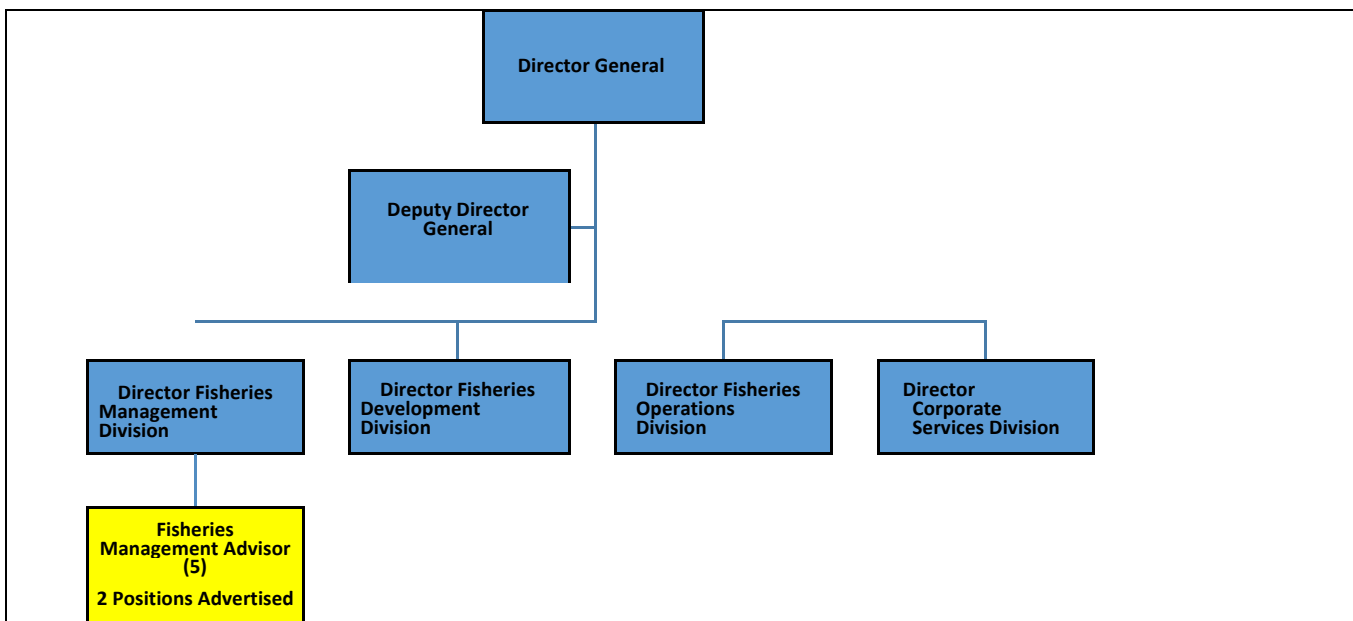
**Job Identification**

Job Reference:	PI05FM01-05
Job Title:	Fisheries Management Adviser
Work Unit:	Fisheries Management Division
Responsible to:	Director Fisheries Management
Responsible for:	No staff to supervise
Job Purpose:	This job exists to-: Provide advice and support to FFA member countries in the development of effective national, subregional and regional management arrangements for the oceanic fisheries within national waters and throughout the western and central Pacific in support of development aspirations while ensuring sustainability.
Date:	July 2021

**The FFA Mission and Vision**

Insert updated mission and vision

**Organisational Context**



**Key Result Areas**

This encompasses the following major functions or Key Result Areas

1. Policy and Technical Advice
2. Project Management
3. Networking Relationships

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

Jobholder is accountable for	and is successful when
<p><b>Policy and Technical Advice</b></p> <ul style="list-style-type: none"> <li>● Advise and assist FFA members to develop and/or reform national oceanic fisheries management plans, policies, legislative instruments, institutions and programs.</li> <li>● Support FFA Members to set zone based limits for tuna fisheries within their waters and drive the development and agreement of zone based management arrangements among FFA Members for management of tuna fisheries across EEZs.</li> <li>● Provide advice, assistance and support to FFA members in their preparation for, participation in and implementation of the Western and Central Pacific Fisheries Commission (WCPFC) and other regional and global fisheries management arrangements.</li> <li>● Support FFA members rights to participate in high seas fisheries including through securing high seas allocations in the context of WCPFC.</li> <li>● Prepare information and negotiating briefs for FFA members on fisheries management and science (including stock assessment and modelling) issues related to the work and meetings of the WCPFC and its subsidiary bodies.</li> <li>● Provide and coordinate training on responsible and sustainable fisheries management including delivering national oceanic fisheries management workshops.</li> <li>● Assist staff throughout FFA to prepare and implement work programs in relation to fisheries management activities in FFA member countries.</li> <li>● Assist FFA members in reviewing and implementing effective strategies for compliance with WCPFC Conservation and Management Measures (CMMs).</li> </ul>	<ul style="list-style-type: none"> <li>● Revised and relevant policies for national development plans are completed.</li> <li>● High quality briefings are prepared and provided to FFA members and other stakeholders.</li> <li>● Advice is relevant and in line with overall regional development priorities.</li> <li>● Members able to successfully participate in and drive outcomes within WCPFC and other regional tuna management meetings to promote SIDS aspirations and secure opportunities for development</li> <li>● FFA member countries receive positive CMM implementation reviews.</li> <li>● FFA members' interests in the region's tuna fisheries are well defined and secured.</li> <li>● Training workshops covering fisheries management issues are successfully implemented.</li> </ul>

<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>● Actively participate in the development of project concept, scoping and design documents.</li> <li>● Liaise with other FFA staff and Executive, and donors to assist in securing project resources</li> <li>● Liaise, coordinate and cooperate with other FFA staff, other relevant regional agencies, FFA members and other stakeholders as required to deliver and implement project requirements</li> <li>● Contribute to Donor reporting and project accountability, including monitoring and evaluation requirements</li> <li>● Assist with the preparation and supervision of technical and feasibility studies and oversight of terms of reference for consultants and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>● Projects effectively implemented and progress monitored and reported against.</li> <li>● Project Finance and administration processes are implemented effectively</li> <li>● Project reports are submitted as scheduled with positive progress results reported</li> <li>● Projects designed to support FFA members' priority work areas and interests</li> <li>● Resources secured and funding arrangements negotiated in accordance with FFA regulations, policies and procedures, and that reduce the administrative burden as much as possible.</li> </ul>
<p><b>Networking Relationships</b></p> <ul style="list-style-type: none"> <li>● Foster effective relations with the oceanic fisheries managers of FFA member countries and other key stakeholders, including PNAO, SPC and WCPFC as well as other CROP organisations.</li> <li>● Relevant NGOs and Seafood Industry representatives.</li> </ul>	<ul style="list-style-type: none"> <li>● Effective networking relationships built.</li> <li>● Professional networks of FFA members, CROP agencies, NGOs and representatives from non-FFA members are developed and maintained to ensure accurate and comprehensive advice to members.</li> </ul>

**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**

<p>The most challenging duties typically undertaken are;</p> <ul style="list-style-type: none"> <li>● Conduct national stakeholder consultations and issues analysis</li> <li>● Provide real time policy and analytical advice to support rapid decision making by members, often during high level international meetings</li> <li>● Conduct detailed and timely analysis of scientific reports and provide and present these analyses as accurate and concise briefs to FFA members.</li> </ul>
---

**Functional Relationships & Relationship Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of Contact most typical</b>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>● Member County Fisheries Administrations</li> <li>● PNAO</li> <li>● SPC</li> <li>● WCPFC and other tuna-RFMO</li> </ul>	<ul style="list-style-type: none"> <li>● Receive requests and provide advice and assistance where appropriate</li> <li>● Provide and receive advice</li> <li>● Collaborate in provision of advice to FFA members</li> </ul>

Secretariats <ul style="list-style-type: none"> <li>• Other CROP Agencies</li> <li>• NGOs</li> <li>• Donors</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely reporting to donors on progress with projects and other activities.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Director of Fisheries Management and other members of the Executive Management Team</li> <li>• Other Fisheries Management Division staff</li> <li>• Advisers from Operations and Development divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive technical advice</li> <li>• Take directions</li> <li>• Report on progress of work</li> <li>• Cooperate in and/or manage multi-disciplinary projects and teams</li> </ul>

### Level of Delegation

The jobholder: <ul style="list-style-type: none"> <li>• Commit to and organise regional travel in line with FMD work plan and Service Level Agreement tasks (subject to approvals)</li> <li>• Manage consultancies, including reviewing outputs</li> <li>• Manage multiple projects across several member countries</li> <li>• Coordinate and collaborate with staff from other divisions and FFA member personnel.</li> </ul>
--

### Person Specification

Essential	Desirable
<ol style="list-style-type: none"> <li>1. A high-level tertiary qualification (Masters level or equivalent) in a discipline relevant to FFA's work (such as ecosystem-based fisheries management, marine ecology, fisheries science, population biology).</li> <li>2. At least five years experience in fisheries management or fisheries science applying contemporary fisheries management principles, methodologies and issues, preferably in an international and/or development context.</li> <li>3. Excellent written and oral communication skills, with the ability to effectively communicate and consult with FFA Members and a range of other stakeholders.</li> <li>4. Knowledge (or the capability to rapidly acquire) of oceanic pelagic fisheries with an emphasis on tuna and the tuna industry.</li> <li>5. Experience in researching, preparing and presenting submissions and papers to large fora.</li> </ol>	<ol style="list-style-type: none"> <li>1. A high-level tertiary qualification (PhD or equivalent) in a discipline relevant to FFA's work (such as ecosystem-based fisheries management, marine ecology, resource management fisheries science, population biology)</li> <li>2. Extensive (&gt;5yrs) experience in international fisheries management or fisheries science, particularly in the context of tuna RFMOs</li> <li>3. Demonstrated experience in drafting fishery management plans and policy analysis and development.</li> <li>4. Experience in driving negotiations relating to issues of allocation of fisheries resources, particularly at the multi-state or RFMO level</li> <li>5. A proven track record of publication in a scientific discipline relevant to FFA's work (such as ecosystem-based fisheries management, marine ecology, fisheries science, population biology).</li> <li>6. Experience working and living in a developing country, particularly in the Pacific.</li> </ol>

This section is designed to capture the expertise required for the role at a 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

## Key Skills/Attributes/Job Specific Competencies

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

Expert Level	<ul style="list-style-type: none"><li>● Experience with stock assessment of pelagic fisheries</li><li>● Development and implementation of harvest strategies</li><li>● Experience with contemporary scientific analysis, statistical, analytical and/or modelling techniques</li></ul>
Advanced Level	<ul style="list-style-type: none"><li>● Integrated fisheries management principles and their application in the context of Pacific island member countries</li><li>● Familiarity with global fisheries science, marine ecosystem science and management</li><li>● Understanding of RFMO Conservation &amp; Management Measures and compliance requirements</li></ul>
Working Knowledge Level	<ul style="list-style-type: none"><li>● Fisheries MCS Tools</li><li>● WCPFC roles and functions and key areas of work program and impact on Members and FFA</li></ul>
Awareness	<ul style="list-style-type: none"><li>● Understanding the role and contribution of Fisheries Management in supporting the high level outcomes of the FFA Strategic Plan</li></ul>

## Key Behaviours

*All employees are measured against the following Key Behaviours as part of Performance Development*

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

## 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.
- Excellent time management skills and ability to meet complex deadlines
- 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 behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

## 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 requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.