

Terms of Reference

Job Identification

Job Reference:	
Job Title:	Executive Officer
Work Unit:	High Level Advice
Responsible To:	Director General and Deputy Director General (FFA Executive)
Responsible For:	Operational supervision of two Personal Assistants
Job Purpose:	<p>This job exists to-:</p> <p>Provide effective and efficient support services to the Executive</p> <p>Provide support and briefing to Executive in relation to CROP (Council of Regional Organisations of the Pacific) meetings and engagement</p> <p>Provide logistical support for the Forum Fisheries Committee and other high level meetings, including Ministerial meetings</p> <p>Provide support to the Executive and Directors for the coordination, administration and reporting of Country Service Level Agreements</p> <p>Coordinate development of the budget for High Level Advice output class.</p>
Date:	October 2018

FFA's Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

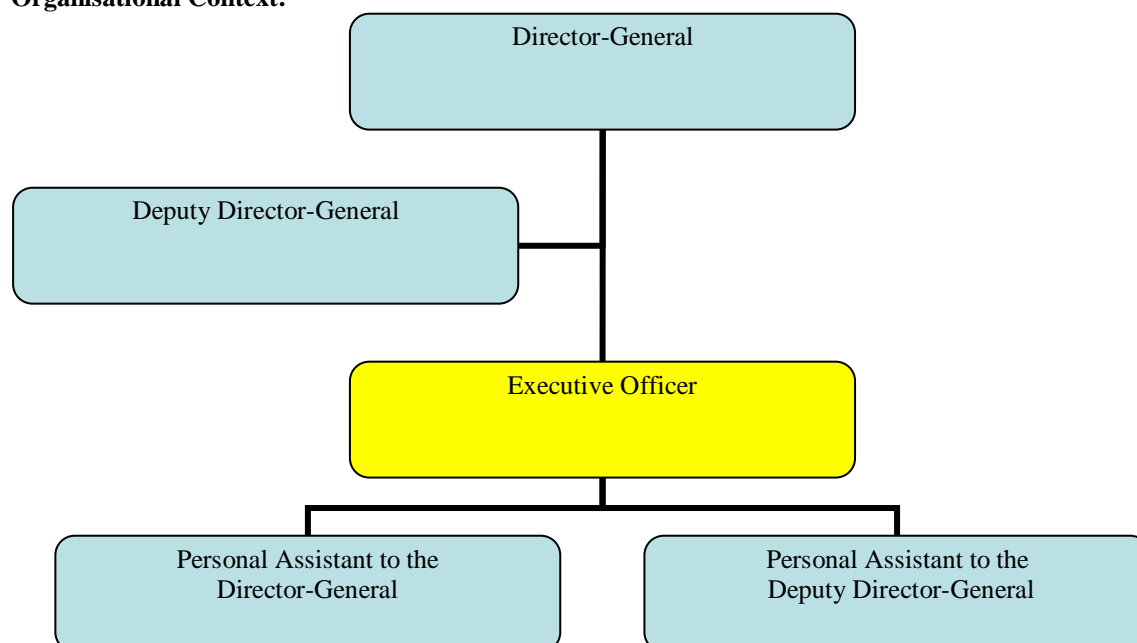
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources

FFA Strategic Plan

Organisational Context:



Key Result Areas

This role encompasses the following major functions or Key Result Areas

1. Efficient and effective administration and support for Executive
2. Effective co-ordination of and reporting on Country Service Level Agreements (CSLAs)
3. Logistic support to high level events and meetings
4. Budget and Annual Planning Support
5. Other representational and policy roles as directed.

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

is accountable for	and is successful when
<p>1. Efficient and effective administration and support to Executive</p> <ul style="list-style-type: none"> • Executive Support <ul style="list-style-type: none"> ○ Coordinate, organise and take minutes of meetings of the Executive ○ Draft briefs and correspondence for the Director-General and Deputy Director-General ○ Monitor and assist Executive engagement with CROP and Forum Leader processes and arrangements ○ Work closely with Divisional Directors to progress FFA work. • Coordinate general support and administrative services to the Director-General and Deputy Director-General <ul style="list-style-type: none"> ○ Co-ordinate travel arrangements and schedule ○ Ensure FFA calendars reflect Executive commitments ○ Coordinate High Level Delegation visits to the Office ○ Oversee daily work of Personal Assistants ○ Provide bring-up and reminders for the Executive Team ○ Assist in performance appraisal for Personal Assistants • FFC Meeting support <ul style="list-style-type: none"> ○ Travel and delegates travel arrangements ○ Develop Meeting agendas and paper schedules, delegate responsibilities in timely fashion, and coordinate clearance of final papers. ○ Circulate papers within agreed deadlines ○ Take minutes and record of meetings ○ Assist host country in meeting preparations ○ Logistical and administrative support for Executive and other FFA staff during FFC. 	<ul style="list-style-type: none"> • Effective and efficient support for the Executive and its meetings • Records of minutes/meetings kept and filed • Action points followed up • Draft briefs prepared and approved • Provides timely and useful policy analysis and support to Executive relative to CROP and Forum engagement • Teamwork promoted within Executive Team and across Divisions. • Office management activities for the Executive support services well-coordinated • D-G and DD-G offices are well supported • Personal Assistants capable of providing appropriate office support and have clear responsibilities and work schedules relevant to needs of DG and DDG. • Meeting takes place • Member country delegates receive papers on time • Accurate discussions in Meeting reflected in minutes and record of meetings

<p>2. Effective co-ordination of and reporting on Country Service Level Agreements (CSLAs) in cooperation with Senior Executive</p> <ul style="list-style-type: none"> • Liaise with member governments regarding CSLA activities • Collect performance information on CSLAs • Internal coordination and reporting (within FFA) on CSLA matters including progress reports on implementation of CSLAs • Advance and allocate action for following up on signed CSLAs. 	<ul style="list-style-type: none"> • Member country needs identified in CSLAs monitored and referred for action • Reports completed and submitted on time on status of CSLAs implementation • Annual Work Program and Budget activities achieved • FFA technical divisions are able to incorporate appropriate activities into the annual budget and planning process • An I.T.-based interactive registry containing national CSLAs is developed and utilized.
<p>3. Logistic support to high level events:</p> <ul style="list-style-type: none"> • Liaise with Ministers offices, FFA Official Contacts and Fisheries Contacts, and other high level contacts • Coordinate travel planning and logistics for VIPs • Prepare briefings for high level meeting chairs 	<ul style="list-style-type: none"> • High level national representatives are confident in FFA's ability to make suitable arrangements • High level events operate smoothly without any distraction due to organisational issues.
<p>4. Budget and Annual Planning Support</p> <ul style="list-style-type: none"> • Draft inputs to SOI and AWPB for Executive • Monitor and evaluate budget spending against allocations • Co-ordinate with technical Divisions on the inclusion of CSLAs in Planning Processes • Provide the Director-General and Deputy Director-General quarterly reports on budget spending and workplan progress for the High Level Advice Unit (in particular the Executive), in consultation with CSD. 	<ul style="list-style-type: none"> • Budget reflects priorities for the Executive (DG &DDG) and High Level Advice • Appropriated spending in accordance with projections • CSLAs are reflected in Divisional Work plans • Budget spending in line with planned activities
<p>5. Other representational and policy roles as directed</p> <ul style="list-style-type: none"> • On occasion tasked to represent the Director General and/or the FFA at regional or bilateral meetings, including in respect of CROP and some related and project meetings. • Trouble-shooting and relationship management. 	<ul style="list-style-type: none"> • FFA positions are effectively represented at external meetings • Tricky issues are resolved with minimal fuss and relationships are maintained or enhanced.

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

The most challenging duties typically undertaken-;

- Co-ordinating multiple activities at any given time including in the coordination of FFC and other high level meetings
- Following up with Member Countries on the status of implementation of activities identified in CSLAs
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
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External Member Countries External Service Providers Donors CROP Agencies	<ul style="list-style-type: none"> • Seek and obtain information on national priorities for Fisheries Management and Development • Organising travel for High Level visitors • Provide relevant information on meetings and any other related activities • Sourcing quotes • Receive and provide information when required • Receive information and provide information where relevant
Internal Director-General and Deputy Director-General Executive Management Corporate Services (DCS, Finance Manager and HR Manager)	<ul style="list-style-type: none"> • Receive direction/information and take action • Provide information • Receive information and take action • Liaise on budget planning and reporting • Receive information and take action related to the work of the unit

Level of Delegation

The jobholder:

- The position holder has daily operational supervision for two staff members

Person Specification

Essential

Qualification

1. A Degree in Management or relevant field

Experience

2. At least 5 years senior management experience preferably in a public service context
3. Familiarity with FFA programs and areas of work
4. Proven working experience with national administrations including liaising with Senior Government Officials and Ministers
5. Has extensive experience in office management and office support

Skills:

6. Demonstrated ability to analyse and report on issues
7. Excellent communication and advocacy skills including a demonstrated ability to communicate fluently in English, both oral and written
8. Very strong relationship management skills, diplomacy and tact.

Key Skills/Attributes/Job Specific Competencies

This section is designed to capture the expertise required for the role at a 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 specific competencies.

Expert Level	• Understanding of the context in which FFA operates in
Advanced Level	• Understanding of FFA work programs

	<ul style="list-style-type: none"> • Advanced technical report writing skills • Strong practical familiarity with FFA Strategic Plan, Statements of Intent and Annual Work Program and Budget • Ability to deliver effective FFC meeting processes for Secretariat and members including logistical issues and management of papers • Ability to coordinate and navigate CROP processes and meet FFA's obligations in timely fashion.
Working Knowledge Level	<ul style="list-style-type: none"> • Ability to engage with donor processes and meet reporting requirements • Contract Management for Service Providers including consultants under project funding • Advocacy and communication with FFA Stakeholders and clients • Principles of Monitoring and Evaluation
Awareness	

Key Behaviours

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

- Commitment/Personal Accountability
- Relationship management
- Effective communication and advocacy skills
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- 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.
- 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 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.

Approved:

Manager/Supervisor

Date:

Employee

Date: