

## Terms of Reference

### Job Identification

Job Reference:	
Job Title:	Investment Facilitation Advisor
Work Unit:	Fisheries Development Division
Responsible To:	Investment Facilitation Manager
Responsible For:	No staff to supervise
Job Purpose:	This job exists to:- Provide investment appraisal and facilitation services to member countries including assistance to private sector Small and Medium Enterprises (SMEs)
Date:	May 2019

### FFA's Vision and Mission

#### Vision of the Members of the Pacific Islands Forum Fisheries Agency

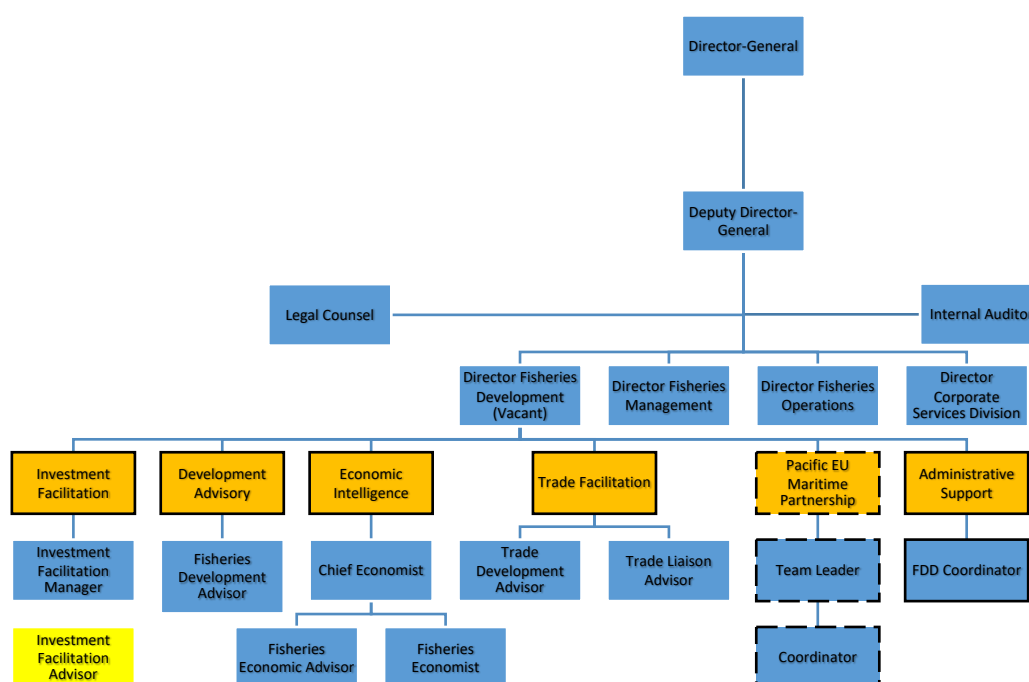
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

#### 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 encompasses the following major functions or Key Result Areas

1. Appraisal of existing and planned investment projects
2. Facilitation of new investment, development assistance projects, and support to SMEs
3. Capacity Development
4. Management and Administrative Support

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

<b>is accountable for</b>	<b>and is successful when</b>
<b>1. Investment Appraisal</b> <ul style="list-style-type: none"> <li>• Work closely with FFA economics staff and consultants to evaluate the costs and benefits of new and existing domestic development projects;</li> <li>• Work with national authorities to agree policy guidelines on concessions used to attract domestic development so as to ensure member countries secure appropriate benefits.</li> </ul>	<ul style="list-style-type: none"> <li>• Members are provided appropriate and effective advice</li> <li>• Establishment of Investment Guidelines tailored for each country</li> <li>• Relevant stakeholders are fully aware of investment costs and benefits with improved consistency and transparency in decision making.</li> </ul>
<b>2. Investment Facilitation</b> <ul style="list-style-type: none"> <li>• Work with short and longer-term consultants to provide specialist advice in key areas needed to progress investment projects;</li> <li>• Provide specialist advice in investment policy development, stakeholder consultation, and support for promulgation of investment policies;</li> <li>• Facilitate development of national proposals to development partners for supporting infrastructure;</li> <li>• Arrange technical support for small and medium enterprises.</li> <li>• Liaise with other agencies assisting governments and investors.</li> </ul>	<ul style="list-style-type: none"> <li>• All necessary support is provided to facilitate new investments.</li> <li>• Sound investment policies are developed and agreed.</li> <li>• Development partners provide funding support for infrastructure in support of fisheries development.</li> <li>• SMEs in the tuna sector are able to develop opportunities and grow their business.</li> <li>• Collaborative work with other agencies is agreed and implemented</li> </ul>
<b>3. Capacity Development</b> <ul style="list-style-type: none"> <li>• Assist with delivery of FFA (and FFA supported) short training courses in areas related to governance, investment and business development;</li> <li>• Mentor fisheries and other officials in appraising investment proposals, and engage with staff from Investment Promotion Authorities;</li> <li>• Arrange attachments and exchange visits to build capacity of national staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Training courses are successfully delivered to a high standard;</li> <li>• Capacity of national project management units and staff is enhanced</li> </ul>
<b>4. Management and Administrative Support</b> <ul style="list-style-type: none"> <li>• Provide reports to Director on implementation of work activities</li> <li>• Contribute actively in providing input into the Annual Report, Budget preparations and Plans</li> <li>• Provide the Manager and Director of the Fisheries Development Division with reports on impacts, results and activities, issues and opportunities for year-end reporting</li> <li>• Contribution to project proposals and FFA-wide initiatives.</li> <li>• Administrative requirements are completed in a timely and accurate manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality reports are submitted and all relevant issues identified</li> <li>• Positive contributions provided</li> <li>• Successful submissions of Annual Report and Budget</li> <li>• Processes adhere to FFA and stakeholder standards</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**

The most challenging duties typically undertaken-

- Required to professionally present arguments and reports to effect change and reform consistent with the Agency's mandate.
- Addressing growing diversity and needs of sub-regional interests and progressively evolving relationships with members.
- Coordinate diverse activities being undertaken and delivered by a range of staff and consultants to ensure quality and consistency of services to members.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of Contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• FFA Members and Stakeholders</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive advice</li> <li>• Liaise and gain cooperation from stakeholders</li> <li>• Manage consultancy contracts and relations with national counterparts</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Director Fisheries Development Division</li> <li>• Fisheries Economic Advisor</li> <li>• FFA Management</li> <li>• Other Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive advice</li> <li>• Take directions</li> <li>• Report on progress of work</li> <li>• Provide and receive information</li> </ul>

**Level of Delegation**

The jobholder:

The position does not have direct financial responsibilities or staff to supervise. The position is required to manage consultancies and other activities under the work programme.

**Person Specification**

Essential
<b>Qualification</b> <ul style="list-style-type: none"> <li>• A tertiary qualification in a relevant field (Finance, Economics, Business Management, Banking or Accounting).</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 5 years' experience in analysis of commercial and economic opportunities.</li> <li>• Experience in researching, preparing and presenting submissions and papers to national and international meetings</li> <li>• Proven experience in facilitation and coordination between parties at both private sector governmental level</li> <li>• Demonstrated experience in managing work programmes and consultants in multiple locations.</li> </ul>
<b>Skills, Knowledge and Abilities</b> <ul style="list-style-type: none"> <li>• Proven ability to develop high level policies and in providing quality analysis and advice to a wide range of stakeholders including senior public servants, Ministers and the private sector</li> <li>• Demonstrated ability to communicate fluently both orally and in writing to a range of stakeholders</li> <li>• Demonstrated ability in Microsoft Office</li> </ul>
Desirable
<b>Qualification</b> <ul style="list-style-type: none"> <li>• A relevant postgraduate qualification</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Prior experience working the Pacific and/or developing countries</li> <li>• Exposure to the work of FFA and the Forum Fisheries Committee</li> </ul>
<b>Skills, knowledge and abilities</b> <ul style="list-style-type: none"> <li>• Broad knowledge of Pacific fisheries with emphasis on tuna</li> <li>• Knowledge of private sector activities in tuna fisheries</li> </ul>

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.

### 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>• Understanding of tuna investment opportunities and constraints in Pacific Island countries</li> <li>• Ability to analyse multi-faceted requirements for investment projects</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>• Has a high level of technical knowledge applicable to the broad range of services in support of the IF programme</li> <li>• Economic and financial analysis of project proposals and project operations</li> <li>• Training delivery and mentoring skills</li> </ul>
Working Knowledge Level	<ul style="list-style-type: none"> <li>• Impact Assessment</li> <li>• Regional fisheries management and MCS issues</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Global fishery trends and international trade issues</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.
- 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:

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Manager/Supervisor

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Date:

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Employee

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Date:

