

## JOB DESCRIPTION

### Job Identification

Job Reference:	
Job Title:	Market Access Team Leader
Work Unit:	Fisheries Development Division
Responsible To:	Director of Fisheries Development Division
Responsible For:	Taking the lead role in the market access work with FFA Member countries, including the supervision of other Market Access Unit team members and consultants
Job Purpose:	<p>This job exists to:-</p> <ol style="list-style-type: none"> <li>1. Support member countries in their efforts to secure/maintain market access for fisheries products and comply with the requirements of importing states.</li> <li>2. Report to Members and FFA executive on market access issues pertinent to FFA; monitor new developments both in standards and technologies; and provide technical support in market access if and when needed.</li> </ol>
Date:	August 2019

### FFA Vision and Mission

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

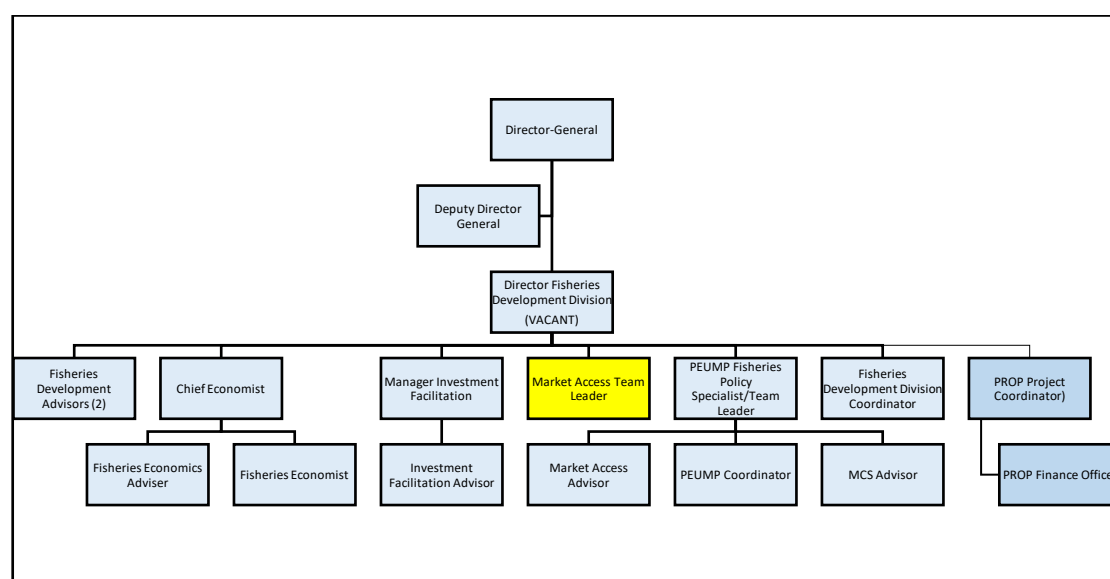
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

#### 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

This encompasses the following major functions or Key Result Areas

1. Assisting Member countries meet market access requirements
2. Informing Members and FFA executive on developments in international trade affecting fisheries products
3. Providing input into technical advice for trade negotiations and market access.
4. Capacity development of CA officers in the region.
5. Maintaining networks and relationships
6. Administration and reporting

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

is accountable for	and is successful when
<p><b>1. Assisting member countries meet market access requirements</b></p> <p>Providing technical leadership and support and managing consultants to assist Members:</p> <ul style="list-style-type: none"><li>• Develop and maintain competent authorities to inspect fishing vessels and fish processing plants and certify that exports meet the relevant sanitary standards to the satisfaction of importers.</li><li>• Develop and maintain the competence of national authorities to demonstrate compliance with importer regulations to control IUU fishing.</li><li>• Develop options to improve the efficiency of competent authorities through regional, sub-regional and inter-country mechanisms.</li><li>• Provide support and training for private sector fishing companies in compliance with standards and regulations needed to meet export requirements.</li></ul>	<p>Member countries can meet requirements to export to demanding markets such as the EU.</p> <p>Countries avoid IUU listing by the EU and can meet catch documentation required by other importers.</p> <p>Efficiency of competent authorities improved by regional arrangements. Fishing companies in the region are compliant with requirements and can access new markets.</p> <p>Number of establishment approved from each country increased.</p>
<p><b>2. Informing members and FFA executive on developments in market access standard affecting fisheries products</b></p> <p>Monitor and Report on:</p> <ul style="list-style-type: none"><li>• Codex rules on Fish and Fisheries products and its implications on international market standards.</li><li>• EU, US and Chinese market access standards requirements and its implications to FFA member countries.</li><li>• the implementation of market access amongst Forum Members and their effect on fisheries development.</li></ul>	<p>Member countries and FFA executive are aware of key developments in the international market access requirements for fish safety, IUU Catch Certifications and other requirements that affect the trade in fisheries products.</p> <p>Member countries are prepared for new requirements of export markets.</p>

is accountable for	and is successful when
<ul style="list-style-type: none"> <li>• emerging new international market rules and its impact on FFA Member countries.</li> <li>• trends in sanitary standards and export certification so that member administrations can be prepared for any new requirements.</li> </ul>	
<p><b>3. Providing input into technical advice for access to global markets and in particular the EU market.</b></p> <ul style="list-style-type: none"> <li>• Assist the Director and FFA Executive in supporting FFA Members in scoping and assessing opportunities, including costs and benefits, for the development of Competent Authorities (CAs).</li> <li>• Analyse trends and changes in market access including developments and standards and advise FFA members accordingly.</li> <li>• Provide support and advice on Market Access issues to the FFA planning processes.</li> <li>• Assist in the development of CA Leadership for CAs of FFA member countries.</li> </ul>	<p>High quality technical advice is provided to FFA executives and to FFA Member countries</p> <p>Effective leadership developed and maintained</p>
<p><b>4. Maintaining networks and relationships</b></p> <ul style="list-style-type: none"> <li>• Liaise with all relevant stakeholders, both regionally and in-country, on import and export requirements.</li> <li>• Liaise with the FAO Sub-regional office, Secretariat of Pacific Community on market access.</li> <li>• Assist FFA Member countries improve on visibility and transparency.</li> <li>• Assist with any FFA communication on market access issues and, when the opportunity arises, the training/briefing of media personnel on fisheries market access issues</li> </ul>	<p>Informed coverage of Fisheries and FFA matters.</p> <p>An informed media, able to discuss, report and provide editorial analysis of tuna fisheries issues</p>
<p><b>5. Providing meeting support, administration and reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare terms of reference for relevant consultancies, assess expressions of interest and supervise the work of technical consultants and other experts.</li> <li>• Make arrangements and provide support for member country delegations, secondments, attachments, fellowships and workshops as required.</li> </ul>	<p>Consultancies are efficiently managed and deliver on their ToR.</p> <p>Meetings and attachments are well organised and productive.</p> <p>Reporting requirements to donors and members are met on a timely basis</p>

<b>is accountable for</b>	<b>and is successful when</b>
<ul style="list-style-type: none"> <li>• Brief the Forum Fisheries Committee and other bodies as required, and represent the FFA at international meetings and fora.</li> <li>• Prepare reports for meetings and funding agencies as required on trade issues and activities</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-;</p> <ul style="list-style-type: none"> <li>• Analysing complex legal documents on SPS and IUU requirements and translating these into practical measures for compliance;</li> <li>• Working with individual member countries in achieving EU approval and listings, especially with regard to Sanitary Phytosanitary (SPS)</li> <li>• Advocating the importance of export facilitation to government stakeholders, with responsible departments often having other more pressing responsibilities;</li> <li>• Analysing threats and opportunities for Pacific Island countries from changes in trade patterns, tariff preferences and market access requirements particularly with regard to the EU;</li> <li>• Explaining trade issues to fisheries officials, and fisheries issues to trade specialists.</li> <li>• Assisting and providing technical advice and support to countries particularly with regard to Competent Authority on Technologies and emerging technologies in Fisheries and in Food and Product development.</li> <li>• Managing consultants working in a number of specialised areas.</li> </ul>
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### **Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of Contact most typical</b>
<b>External</b> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Media</li> </ul>	<ul style="list-style-type: none"> <li>• Technical advice to staff of competent authorities, trade officials, fisheries staff.</li> <li>• Advocating for adequate budget and staffing provision including important institutional support for market access work</li> <li>• Providing simple explanations (in press releases and interviews) of market access issues to raise public awareness</li> </ul>
<b>Internal</b>	

<ul style="list-style-type: none"> <li>• Director General &amp; Deputy Director-General</li> <li>• Director Fisheries Development</li> <li>• Other FFA Directors and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Briefing on key market access issues; seeking policy direction on negotiating briefs etc.</li> <li>• Work planning, prioritisation of activities, input into market access briefs, reporting.</li> <li>• Reporting on market access issues as they may affect fisheries management decisions and fisheries operation procedures such as catch documentation and control of IUU and traceability. Liaising with HR and finance staff on admin issues.</li> </ul>
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### Level of Delegation

The jobholder:

- Manages and develops consultancy contracts valued at around \$100,000 in total per year.

### Person Specification

#### Essential

#### Qualification, experience skills and knowledge:

1. Graduate qualification in Food Science/Engineering/Technology, or another relevant field.
2. Thorough familiarity with sanitary and phytosanitary requirements, export certification issues and the ability to achieve each of the key accountabilities of the position.
3. Good understanding of technical barriers to trade in a developing country context.
4. Understanding, or a willingness to develop an understanding, of fisheries market access issues.
5. Excellent and demonstrated negotiation, communication, interpersonal, relationship building and customer service skills.
6. Experience relevant or translatable to fishery/tuna market access.
7. Excellent research, analytical and technical report preparation and presentation skills.
8. Excellent skills in capacity building, leadership and how to handle conflict situations.
9. Good understanding on Catch Certifications and IUU.

<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. Relevant post graduate qualifications.</li> <li>2. Prior experience working in the Pacific and / or developing country situation.</li> <li>3. Experience of market access negotiations or preparing briefs for negotiators and or positions.</li> <li>4. Knowledge of oceanic pelagic fisheries, with emphasis on tuna and knowledge of private sector activities in the tuna fishery.</li> <li>5. Knowledge in Quality System Design, Traceability and technologies and emerging technologies in the industry.</li> </ol>

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:

<b>Expert Level</b>	<ul style="list-style-type: none"> <li>• Expertise in the development, leadership of any Competent Authority from the initial stage to getting EU approval and listing.</li> <li>• A thorough understanding of the required official control system for CAs and their development. .</li> <li>• Expertise in HACCP, audit and inspections with a thorough understanding of food safety issues in fresh, frozen and canned products and experience in meeting export certification requirements for different markets.</li> <li>• Expertise in processing technologies and the complete supply chain including vessels.</li> <li>• Expertise in Catch Certification IUU and traceability.</li> </ul>
<b>Advanced Level</b>	<ul style="list-style-type: none"> <li>• Ability to develop TORs and consultancy contracts; expertise in managing specialised consultancies and reviewing their work.</li> <li>• Ability to write reports and papers that shall be required from time to time.</li> </ul>
<b>Working Knowledge Level</b>	<ul style="list-style-type: none"> <li>• Knowledge of Member countries and stakeholders' aspirations and information needs.</li> <li>• Understanding of FFA Strategic Plan, Statement of Intent and Annual Work Programme and Budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fisheries management, development and operations terminology and principles.</li> <li>• Knowledge and experience of working cross culturally.</li> <li>• Understanding and knowledge on institutional challenges and CA development.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Awareness of member countries' social, economic and cultural particulars.</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 people skills and some skills on how to deal with conflicts
- 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/ and ability and skills to work cross culturally.
- 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 FFA Strategic Plan

2020-2025 implementation and preparation for performance planning for the annual performance cycle.