**JOB DESCRIPTION**

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| Job Reference: |  |
| Job Title: | PEUMP Team Leader & Activities Coordinator |
| Work Unit: | Fisheries Development Division |
| Responsible To: | Director of Fisheries Development |
| Responsible For: | FFA PEUMP MCS Adviser (jointly with DFO)  FFA PEUMP Finance and Procurement Coordinator |
| Job Purpose: | This job exists to-:   * Manage activities of the PEUMP programme implemented by FFA, including coordination with other implementing agencies; and * Coordinate project activities to promote private sector-led growth of the domestic tuna industry. * Coordinate preparation of FFA PEUMP documentation and finances for project closure |
| Date: | March 2023 |

**The FFA Mission and Vision**

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| **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 2020 - 2025 |

**Organisation context**

**Key Result Areas**

The job encompasses the following major functions or Key Result Areas. The performance requirements of the Key Results Areas are broadly described below:

The job encompasses the following major functions or Key Result Areas:

1. Project management, reporting and coordination with other agencies implementing the programme.
2. Oversight of all FFA activities of the PEUMP programme;
3. Fisheries development policy and support for private sector tuna industry development;
4. FFA PEUMP closure preparations and execution

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

| **Job holder is accountable for** | **Job holder is successful when** |
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| **1. Project management, coordination with other agencies implementing the programme and communications**   * Lead the development of annual work plans and budgets in coordination with national fisheries agencies and other stakeholders, the project team at FFA and the Project Management Unit * Lead on technical reporting to FFA and EU (through the PMU) on project achievements in line with their requirements * Represent FFA in project coordination meetings with other implementing agencies, as well as regional steering committee meetings * Lead on implementation of the programme communications and visibility plan for FFA-based activities, ensure project outputs are communicated effectively to interested stakeholders, and prepare media releases for FFA as required * Any other duties relating to the management of the project, leadership of the PEUMP team at FFA, and integration of PEUMP activities with FFA’s broader objectives and work plans. | * Workplans are submitted on schedule, approved without delay and implemented on schedule and within budget; * All reports required for donor and FFA processes are prepared to a high standard and submitted on schedule; * FFA activities are coordinated well with other components of the programme, and received positively by stakeholder committees; * Technical outputs of the project are communicated effectively to interested stakeholders, and the project receives a high level of positive media coverage, including donor visibility; * Other aspects of the programme are well managed and integrated effectively into the work programme of FFA without duplication or confusion. |
| **2. Oversight of FFA activities of the PEUMP programme**   * Coordinate analysis of the implications for Pacific-ACP Country tuna operations of changes in market opportunities, and coordinate development of response strategies to issues of market access; * coordinate technical assistance to PACP countries to comply with WCPFC conservation and management measures; * oversee work on the control of IUU fishing, and the development of cost-effective responses to the problem | * More PACP countries are able to access high value markets for tuna products. * PACP countries reduce the number of areas in which they are deemed non-compliant with WCPFC requirements; * Project activities have a positive impact in reducing IUU fishing in the region. |
| **3. Fisheries development policy and support for private sector tuna industry development**   * Oversee the provision of assistance to Pacific-ACP countries in the preparation and implementation of comprehensive private sector-oriented tuna national development policies and strategies; * Oversee the provision of assistance to assess options for coordinated and harmonised regional fisheries policies and strategies that will promote the development of domestic tuna industries in Pacific ACP countries; * Oversee a programme of support to regional and national fishing industry associations to ensure interests are represented in regional and national decision making; * Manage a major programme of support to small and medium tuna fishing enterprises that will improve their businesses and address social and environmental issues. | * Countries adopt and implement policies and strategies developed; * Regional strategies that promote development are agreed and implemented; * PITIA and national tuna industry associations engage effectively with national and regional processes to support industry development; * Private sector SMEs adopt new processes and technology that improves their social, environmental and economic performance |
| **4. FFA PEUMP closure preparations and execution**   * Ensure FFA PEUMP documentation, records and finances are well-maintained, in line with both FFA and PEUMP PAGoDA record-keeping requirements; * Facilitate internal FFA discussions on integrating FFA PEUMP activities into FFA technical programmes’ annual workplans post-PEUMP programme; * Ensure FFA PEUMP closure processes are executed smoothly and in a timely manner. | * FFA PEUMP documentation is stored in an organised system that meets the record-keeping requirements of FFA and the PEUMP Programme PAGoDA; * Priority activities are identified and suitably integrated into FFA Divisional Plans beyond the life of the PEUMP Programme; * FFA PEUMP closure process is completed satisfactorily, and on schedule. |

**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**

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| The most challenging duties typically undertaken:   * Coordination of a range of activities in a complex multi-agency programme * Ensuring that all donor administrative and reporting requirements are met * Coordinating provision of sound fisheries policy advice to countries with different needs and opportunities |

**Functional Relationships & Relationship Skills:**

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| **Key internal and/or external contacts** | **Nature of Contact most typical** |
| **External**   * FFA Members and Stakeholders * SPC PEUMP Programme Management Unit and other implementing partners * Donor Agencies (EU and Sida) | * Provide and receive information. * Analyse and provide advice for FFA members and stakeholders. * Coordinate programme activities and reporting |
| **Internal**   * Director Fisheries Development Division * Director of Fisheries Operations * FDD technical units * FFA Management & other Staff | * Take directions. * Report on progress of work. * Coordinate work of PEUMP team with relevant FFA programmes * Provide and receive information. |
| **Internal (supervisory)**   * FFA PEUMP Finance and Procurement Coordinator * FFA PEUMP MCS Adviser | * Oversee work and work planning * Manage performance * Provide mentoring and support in close collaboration with relevant FFA technical advisers |

**Level of Delegation**

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| The position involves supervising two professional staff and holds the financial authorization of a project manager (up to US$10,000 on his/her own direct authority) and will lead a US10 million programme . |

**Person Specification**

| **Essential** | **Desirable** |
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| **Qualification**   * An undergraduate degree in public administration, management or other area relevant to management of donor-funded projects.   **Experience**   * A minimum of 7 years’ experience in project management * Prior experience working in the Pacific and/or developing countries * Prior experience with EU-funded projects * Experience of coordinating work with stakeholders working in different areas of marine/oceans management.   **Skills, Knowledge and Abilities**   * Knowledge (or capacity to rapidly acquire) of oceanic pelagic fisheries with an emphasis on tuna and the tuna industry * Proven experience in researching, preparing and presenting policies, plans and reports * Demonstrated ability to communicate fluently both orally and in writing across a whole range of stakeholders * Demonstrated ability or familiarity in Microsoft Office such as word, excel, access and PowerPoint | **Qualification**   * A tertiary qualification in fisheries management, marine policy, or other discipline relevant to the demands of the role or, in lieu, in-service experience of marine resources management.   **Experience**   * Proven experience leading a small team of professionals addressing different marine resources management issues. * At least five years’ experience in fisheries development, and working knowledge of work with the private sector * Experience in the application of fisheries monitoring, control and surveillance techniques and technology.   **Skills, knowledge and abilities**   * Working knowledge of market access requirements for the major tuna markets and associated traceability systems |

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:

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| Expert Level | * Management of large donor funded projects * Relationship management across all levels of project management (donor, organisational, operational, external stakeholders etc) |
| Advanced Level | * Member countries needs for technical support and capacity building in fisheries development, MCS and market access * Needs and opportunities for support of the private sector and private sector organisations |
| Working Knowledge Level | * Overall objectives of FFA and Member countries’ aspirations. * Role and objectives of other regional agencies working in the Marine sector. * Fisheries management and MCS issues |
| Awareness | * Global fisheries issues |

**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.