

## Market Access Adviser/RECAS Manager

### Job Identification

Job Reference:	
Job Title:	Market Access Adviser/RECAS Manager
Work Unit:	Fisheries Development Division
Responsible To:	Director of Fisheries Development Division
Responsible For:	Supervision of consultants When the RECAS unit is established the post will supervise one fish inspector
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. After 1-2 years, lead the establishment of a Regional Competent Authority Support (RECAS) unit, to be based in a major transshipment port, and undertake delegated functions of national CA's for inspection and sampling of fisheries product exports for the EU market.<sup>1</sup></li> </ol>
Date:	August 2016

### 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**

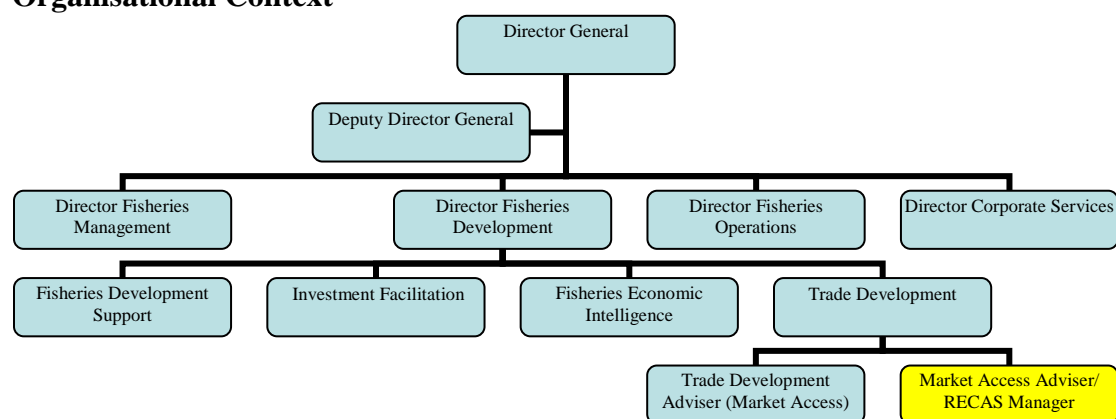
To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources.

*FFA Strategic Plan*

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<sup>1</sup> this will become the main purpose of the job during the course of the first 3 year contract.

## Organisational Context



## Key Result Areas

This encompasses the following major functions or Key Result Areas

1. **Assisting member countries meet market access requirements**
2. **Establishing and managing a Regional Competent Authority Support (RECAS) Unit**
3. **Maintaining networks and relationships**
4. **Administration and reporting**

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

is accountable for	and is successful when
<b>1. Assisting member countries meet market access requirements</b>  Providing technical support and managing consultants to assist members: <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 national standard and market access requirements Develop options to improve the efficiency of competent authorities through regional, sub-regional and inter-country mechanisms.</li> <li>Develop operating systems in countries meeting the relevant ISO accreditation requirements</li> </ul>	Member countries can meet requirements to export to demanding markets such as the EU, US, China etc.  Efficiency of competent authorities improved by regional arrangements.
<b>2. Establishing and leading the Regional Competent Authority Support (RECAS) Unit (Technical)</b> <ul style="list-style-type: none"> <li>Review and consult on the adoption of a regional standard for fishing, freezer and factory vessels;</li> <li>Lead the inspection and certification of vessels to the approved standard;</li> <li>Design and implement a sampling system and the submission of samples for laboratory testing;</li> </ul>	The RECAS unit is fully competent to undertake vessel inspections and sampling; RECAS systems pass external audit and are 'fit for purpose'; FFA member countries that have delegated inspection and sampling to RECAS are listed for EU market access.

is accountable for	and is successful when
<ul style="list-style-type: none"> <li>Design and implement a region-wide contaminants monitoring programme;</li> <li>Review Operating systems in the RECAS countries (CA) in line with the ISO accreditation standards.</li> </ul>	
<p><b>3. Establishing and managing the RECAS unit (Administrative)</b></p> <p>In close consultation with FFA management and in compliance with FFA policies and procedures:</p> <ul style="list-style-type: none"> <li>Develop necessary arrangements and agreements with the host country;</li> <li>Secure suitable office accommodation, furnishings and equipment;</li> <li>Lead the recruitment of a fish inspector to work in the unit;</li> <li>Develop suitable arrangements with FFA HQ for operational finance and reporting;</li> <li>Pursue memoranda of understanding between FFA and member countries using the RECAS unit defining respective responsibilities;</li> <li>Consult with industry on cost recovery, and assist the development of systems for collection of fees.</li> <li>Manage the system operation in compliance with ISO 17020</li> </ul>	<p>There is clear agreement with the host country and a good relationship;</p> <p>The RECAS unit is housed in suitable accommodation, appropriately equipped, and staffed.</p> <p>Financial and administrative arrangements are efficient and transparent.</p> <p>The relationship between RECAS and client countries is clear, well understood by all parties, and works effectively.</p> <p>Cost recovery mechanisms are established and meeting the operating costs of the unit.</p> <p>The RECAS and members operates within the framework of the ISO 17020 accreditation</p>
<p><b>4. 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, fellowships and workshops as required.</li> <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 market access issues and activities</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>

**Note:**

The post-holder will start as a HQ-based position and will work out of Honiara for at least one year. When funding becomes available to establish the RECAS Unit he/she will progressively take on responsibility for Key Result Areas 2 and 3. 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-;

- Analysing complex legal documents on SPS requirements and translating these into practical measures for compliance;
- Advocating the importance of export facilitation to government stakeholders, with responsible departments

often having other more pressing responsibilities;

- Managing a small FFA office in a location that is remote from HQ;
- Establishing standards and protocols and managing logistics for vessel inspection and sampling in a highly mobile fishery;
- Managing consultants working in a number of specialised areas.

### 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>• Member countries</li> <li>• Industry</li> <li>• Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Technical advice to staff of competent authorities, fisheries staff and other officers involved in export certification.</li> <li>• Advocating for adequate budget and staffing provision for export certification</li> <li>• Arranging inspections, following up on cost recovery arrangements.</li> <li>• Arranging air freight, laboratory testing, etc in line with FFA procurement procedures.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• <b>Director General &amp; Deputy Director-General</b></li> <li>• <b>Director Fisheries Development</b></li> <li>• <b>Corporate Services Director and staff</b></li> </ul>	<ul style="list-style-type: none"> <li>• Briefing on key market access issues; seeking policy direction; managing relationship with RECAS host country.</li> <li>• Work planning, prioritisation of activities, reporting.</li> <li>• Liaising with HR and finance staff on admin issues and operations of RECAS.</li> </ul>

### Level of Delegation

The jobholder:

- To be determined – but responsibility for day to day RECAS operational expenses will need to be delegated
- Supervision of one fish inspector on a day to day basis.

### Person Specification

Essential
<b>Qualification, experience skills and knowledge:</b> <ol style="list-style-type: none"> <li>1. Graduate qualification in food science or a closely related field</li> <li>2. At least 3 years' experience of working in a responsible position in the Competent Authority of a country that exports fisheries products to the EU and other markets.</li> <li>3. Thorough familiarity with sanitary and phytosanitary requirements, export certification issues and the ability to achieve each of the key accountabilities of the position</li> <li>4. Good understanding of technical barriers to trade in a developing country context</li> <li>5. Excellent and demonstrated negotiation, communication, interpersonal, leadership and relationship</li> </ol>

building and customer service skills
6. Experience of managing a small self-contained technical unit, including financial accountability and supervision of one or more staff.
<b>Desirable</b>
1. Experience of basic legal drafting (agreements and MoUs) and ability to interpret European legislation.
2. Prior experience working in the Pacific and / or developing country situation.
3. Knowledge of oceanic pelagic fisheries, with emphasis on tuna and knowledge of private sector activities in the tuna fishery
4. Knowledge and experience with Pacific regional food testing facilities and services

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 developing and auditing HACCP plans, vessel inspection standards, sampling and testing. Thorough understanding of food safety issues in fresh, frozen and canned products, experience in meeting export certification requirements for the EU market and other markets like the US and China.</li> </ul>
<b>Advanced Level</b>	<ul style="list-style-type: none"> <li>Ability to develop TOR and consultancy contracts; expertise in managing specialised consultancies and reviewing their work.</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> <li>Fisheries management, development and operations terminology and principles</li> <li>Understanding Market Access Requirements</li> <li>Preferably have worked and or managed a competent authority.</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 Communication Skills
- Results orientation
- Self-starter – able to work in a remote location without supervision
- 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.