

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Investment Facilitation (IF) Manager
Work Unit:	Fisheries Development Division
Responsible To:	Director Fisheries Development
Responsible For:	IF Adviser , Consultants, and In-Country contractors
Job Purpose:	<p>This job exists to:-</p> <ul style="list-style-type: none"> Ensure the provision of high quality advice on fisheries investment, to ensure that member countries maximise their economic development benefits; Lead on the development of worthwhile employment opportunities in the tuna industry in line with the regional roadmap.
Date:	October 2016

FFA's Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

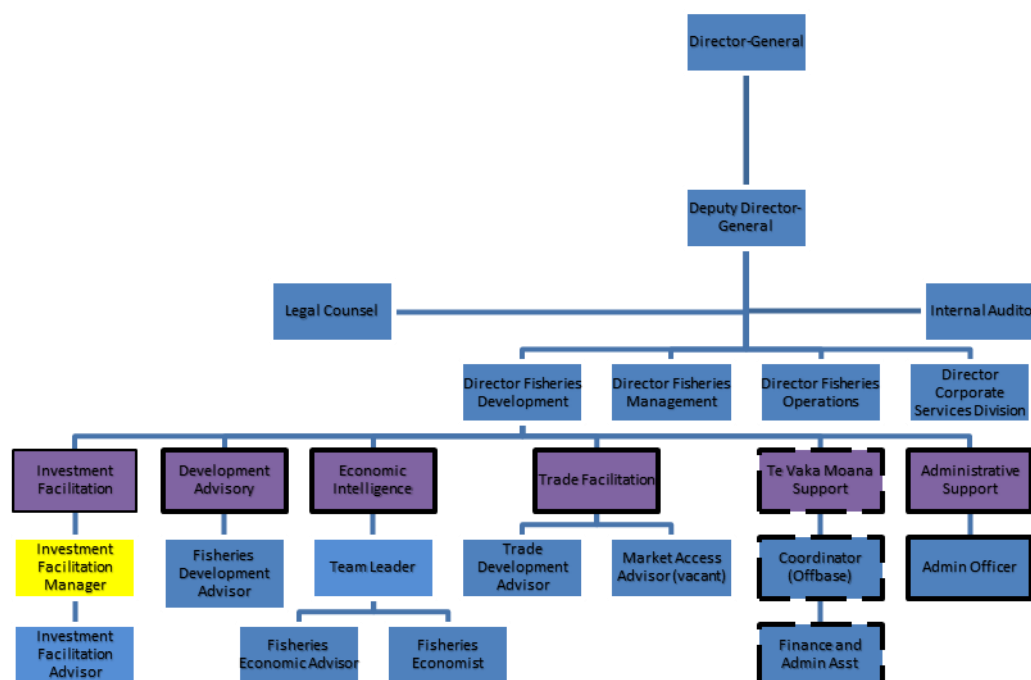
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

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

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> 1. Investment appraisal of existing and planned investment projects 2. Facilitation of new investment, development assistance projects, and support to SMEs 3. Leading the development of employment opportunities in the tuna industry 4. Management and Administrative Support

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

is accountable for	and is successful when
1. Investment Appraisal <ul style="list-style-type: none"> • Work closely with FFA economics staff and consultants to evaluate the costs and benefits of new and existing domestic development projects; • Work with national authorities to agree policy guidelines on concessions used to attract domestic development so as to ensure member countries secure appropriate benefits. • Lead work to explore opportunities and create proposals for the development of regional processing hubs which provide benefits to FFA countries in addition to those hosting the hubs. • Lead work to explore new and innovative modalities for increased economic rent and investment returns by resource owners 	<ul style="list-style-type: none"> • Members are provided appropriate and effective advice • Establishment of Investment Guidelines tailored for each country • Relevant stakeholders are fully aware of investment costs and benefits with improved consistency and transparency in decision making. • A sound business model, including equitable benefit sharing, for regional processing hubs is developed.
2. Investment Facilitation <ul style="list-style-type: none"> • Take a proactive approach with national governments and the private sector to foster increased investment in the tuna sector; • Take a proactive approach to identifying and detailing innovative opportunities for enhanced financial returns and value chain participation • • Work with short and longer-term consultants to provide specialist advice in key areas needed to progress investment projects; • Provide specialist advice in investment policy development, stakeholder consultation, and support for promulgation of investment policies; • Facilitate development of national proposals to development partners for supporting infrastructure; • Arrange technical support for small and medium enterprises for upgrades and expansion. • Liaise with other agencies assisting governments and investors such as IFC and ADB. 	<ul style="list-style-type: none"> • All necessary support is provided to facilitate new investments. • Sound investment policies are developed and agreed. • Development partners provide funding support for infrastructure in support of fisheries development. • SMEs in the tuna sector are able to continue operating and expand. • Collaborative work with other agencies is agreed and implemented
3. Development of Employment <ul style="list-style-type: none"> • Oversee consultancy studies to identify the best opportunities for jobs in the tuna fishing fleets; • Lead a process to develop agreed minimum standards for the employment of fishing crew and processing workers; • Work with interested countries and employers to develop collective positions to increase employment opportunities; 	<ul style="list-style-type: none"> • Opportunities for safe and worthwhile employment on foreign fleets identified; • Agreement is reached on acceptable minimum standards for crew employment on fishing vessels; • Employment conditions in fish processing plants are improved in line with international best practice; • Employment opportunities in the sector for

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<ul style="list-style-type: none"> Contribute to labour mobility initiatives in the fisheries sector 	men and women increased.
4. Management and Administrative Support <ul style="list-style-type: none"> Manage the work of the Fisheries Development Adviser and consultants Prepare periodic reports, workplans and other documentation required by the NZ Aid Programme Provide reports to Director on implementation of work activities Contribute actively in providing input into the Statement of Intent, Annual Work program and Budget and Annual Report Contribute to new project proposals and FFA-wide initiatives. Administrative requirements completed in a timely and accurate manner. 	<ul style="list-style-type: none"> FDA and consultants deliver results on a timely and efficient basis Quality reports are submitted and all relevant issues identified Positive contributions provided Successful submissions of Annual Report and Budget Processes adhere to FFA and stakeholder standards

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-;
<ul style="list-style-type: none"> Influence and interaction-direct discussion at country level including Ministers within agreed frameworks and policies and within area of technical responsibility Required to professionally present argument and reports, unsupported by senior executives and to effect change and reform consistent with the Agency's mandate Coordinate diverse activities being undertaken and delivered by a range of staff and consultants to ensure consistency and appropriateness across the membership Addressing growing diversity and needs of sub-regional interests and progressively evolving relationships with Distant Water Fishing Nations (DWFNs) and fishing industry Ensure commercial confidentiality while delivering effective public policy advice to member decision-makers and to Agency Executives

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> Representatives of Member countries Donors Financial institutions 	<ul style="list-style-type: none"> Scoping works, provision of policy and technical advice, facilitation of; policy development, scheduling of interventions Reporting on progress of Donor projects as well as marketing project proposals for funding Exploring innovative options for enhanced financial returns and value chain participation
Internal <ul style="list-style-type: none"> Executive (Director General and Deputy Director General) 	<ul style="list-style-type: none"> Take decisions Provide policy and technical advice in area of technical responsibility

<ul style="list-style-type: none"> • Directors, including Director Fisheries Development • IF Unit staff • Corporate Service Staff 	<ul style="list-style-type: none"> • Report progress of Unit work-plan and status of finances in area of technical responsibility • Collaborate on common areas of work, division of responsibilities on cross-cutting issues • Direct, supervise and coach • Facilitate development of medium term and annual goals and workplans • Report on progress of work. • Supervise and manage staff and consultants. • Seek logistical support where necessary
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Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • Manage the work of one full time professional staff and consultant advisors (IF Unit) • Manages operational budget up to US\$1m • Authority limit of US\$10,000 • As ranking officer, leads Unit field operations and as a requirement the Investment Facilitation Manager is required to travel frequently within and outside the region sometimes for extended periods

Person Specification

Essential

Qualification

- A tertiary qualification in a relevant area (Finance, Business Management, Economics, Law, Banking or Accounting)

Experience

- At least 7 years of progressive experience in analysis of commercial and economic opportunities, of which 3 years as Senior Manager.
- Proven experience in the appraisal /implementation /administration of investment projects, from the initial project concept, through to project implementation, monitoring and review
- Demonstrated experience in supervision of staff, work program and consultants with activities in multiple locations
- Prior working experience in the Pacific and /or developing country situation preferable but not essential

Skills, Knowledge and Abilities

- Strong technical background with proven thorough understanding of constraints to industry development in developing economies.
- Demonstrated investment analysis skills and/or commercial or other project management skills with experience in conducting program activities and preparing Terms of Reference
- Demonstrated excellent communication skills with proven ability to inspire policy change at a high level.
- An excellent knowledge of written and spoken English and a high degree of computer literacy
- Ability and willingness to travel with the region and further afield, sometimes for extended periods.

Desirable

Qualification

- A relevant post-graduate qualification.

Essential
Experience <ul style="list-style-type: none"> • Experience of promoting domestic development in extractive industries, ideally including fisheries • Demonstrated experience in facilitating coordination within and cooperation between countries in realizing economic and commercial opportunities in the fishery sector •

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"> • Investment and Commercial management – current and best practices and principles • Policy development skills • High level analytical skills • Excellent understanding of economic and financial appraisal
Advanced Level	<ul style="list-style-type: none"> • Facilitation skills and presentation skills • Excellent oral and written communication skills
Working Knowledge Level	<ul style="list-style-type: none"> • Cultural awareness of diverse member representation • Principles of natural resource conservation and management and opportunities • FFA planning, budgeting and reporting framework and strategic documents
Awareness	<ul style="list-style-type: none"> • Excellent understanding of FFA mandate and Member countries and linkages between IF activities

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:

Manager/Supervisor	Date:
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Employee	Date:
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