

## **Job Identification**

Job Reference:	
Job Title:	Strategic Engagement Advisor
Work Unit:	High Level Advice
Responsible To:	The Director-General on strategic and high-risk matters and to the Deputy Director-General on operational and administrative matters
Responsible For:	None
Job Purpose	The position provides, assistance to the Executive in its relationship with FFA Members, external donor partners
Date	March 2022

## FFA's Vision and Mission

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

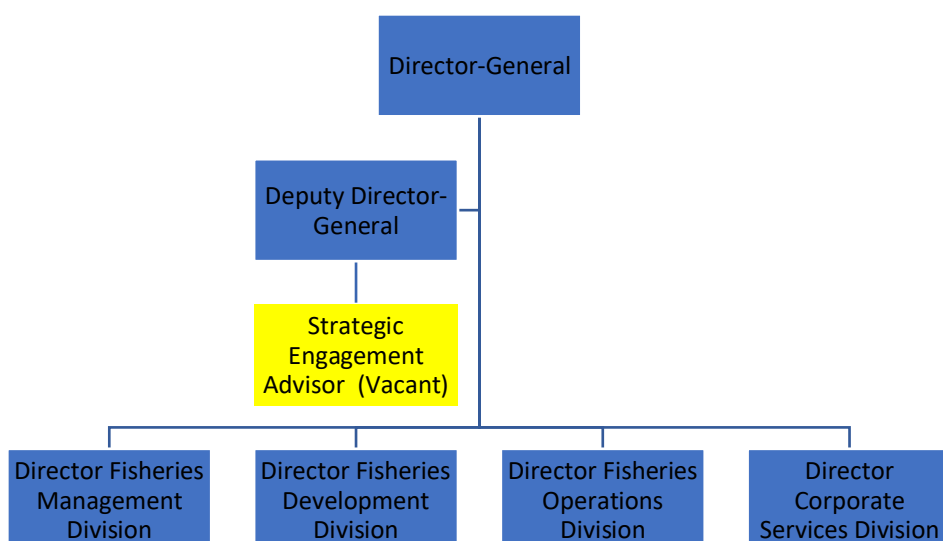
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

### **Mission for 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

## Organisation Context



## **Key Result Areas**

This encompass the following major functions or Key Result Areas:

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| <ol style="list-style-type: none"><li>1. Effective Strategic Engagement and Advice</li><li>2. Information analyses and Management</li><li>3. Networking and Relationship Management</li></ol> |
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The performance requirements of the Key Result Areas are broadly described below;

The Jobholder is accountable for	The Jobholder is successful when
<p>KRA 1: Effective Strategic Advice and engagement for FFA Members' governments, and with external partners and donor partners</p> <ul style="list-style-type: none"><li>● Assist with FFA's work to strategically position Members for their engagement with all partners</li><li>● Provide advice on and facilitate engagement, including identifying key opportunities, with external and donor partners</li><li>● As necessary, act as a contact point within FFA for external and donor partners</li></ul>	<ul style="list-style-type: none"><li>● Structured plan and approach to facilitating strategic engagement and communication with external partners, donor government representatives for FFA Member governments</li><li>● Effective engagement with FFA Members</li><li>● Effective engagement with FFA external and donor partners</li></ul>
<p>KRA 2: Information Analyses and Management</p> <ul style="list-style-type: none"><li>● Proactively maintain and analyse information relating to external and donor partners that are relevant to Members' engagement with those partners on fisheries related matters;</li><li>● Proactively interact with FFA Members and staff to also obtain relevant information;</li><li>● In close consultation with FFA staff, provide advice on ways to further develop and enhance existing and new modalities related to FFA strategic engagement and related strategies and activities;</li><li>● Regularly and on an on-going basis review and maintain oversight of Country Service Level Agreements with FFA Member countries so as to ensure that they continue to be up to date and relevant;</li></ul>	<ul style="list-style-type: none"><li>● Relevant information on external and donor partners' priorities in the fisheries sector are collected and analysed against Members' priorities</li><li>● Appropriated documentation of and ongoing updating of such analyses</li><li>● Effective engagement with FFA Members and FFA staff</li><li>● CSLA reviews are undertaken and advice provided to Executive on areas of improvement that ensure Members' opportunities to benefit from FFA services are maximised</li><li>● Country Service Level Agreements with Members are kept up to date</li></ul>

The Jobholder is accountable for	The Jobholder is successful when
<ul style="list-style-type: none"> <li>Recommend action and changes to maximise the utility of CSLAs where appropriate;</li> <li>As necessary, act as a contact point within FFA for Members on their CSLAs.</li> </ul>	
<b>KRA 3: Networking and Relationship Management</b> <ul style="list-style-type: none"> <li>Work collaboratively with FFA staff in maintaining strong relationships with all Members and FFA partners with a focus on delivering successful outcomes;</li> <li>Participate in meetings with relevant external partners and donor representatives where appropriate;</li> <li>Schedule and organise meetings with relevant partners as required.</li> </ul>	<ul style="list-style-type: none"> <li>Effective communication and networking relationships with Member governments, all partners and staff maintained</li> </ul>

**Note:** The precise performance measures for this job will be further defined between the jobholder and supervisor as part of the FFA Performance Management system on an annual basis.

### **Work Complexity**

#### **The most challenging duties typically undertaken-:**

- Delivering timely advice on complex strategic issues;
- Developing and enhancing impactful strategic engagement, in consultation with Executive, staff, FFA Members' national governments, external and donor partners.

### **Functional Relationship and Relationships Skills:**

Key internal and/or external contacts	Nature of Contact most typical
<b>External</b>	
Member Countries point of contact	Collect information relating to areas of responsibilities of the position  Follow up on CSLAs and provide input to improving CSLA process
External and Donor Partners	Receive information. Under the direction of the D-G and DD-G seek information and convey information

<b>Internal</b>	
Director-General and Deputy Director-General	Received directions and instructions Provide timely advice in areas of responsibilities and implement decisions
Directors and FFA Staff	Receive information Collaborate in cross cutting issues and areas of common interests Provide Directors and staff information on issues relating to areas of responsibilities
Strategic Communications Manager	Work together in relevant areas for advocacy, where necessary
Executive Officer	Coordination of work relating to engagement with Members and Partners, as appropriate

### **Level of Delegation:**

The jobholder does not have financial responsibilities but is responsible for planning of his/her own work and ensure achievement of targets

### **Person Specification**

<b>Essential</b>
1. Minimum qualification of a Degree in Public Policy, International development, International relations, Political Science or a related field
2. At least ten years' experience of working with governments, policy engagement, stakeholder consultation, , external and donor partners at the middle to senior management levels
3. Excellent written and oral communications skills
4. Excellent awareness and knowledge of appropriate protocols for engagement with external partners
5. Excellent analytical skills
6. Excellent awareness of fisheries issues and challenges in the region
<b>Desirable</b>
1. A Master's or higher Degree in Public Policy, International Development, International Relations, Political Science or a related field
2. Experience working across countries with various stakeholders
3. Experience working in an organisation similar to FFA

### **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>• Clear understanding of Member countries and Pacific Leaders' policy direction and aspirations</li><li>• FFA's Governance Frameworks, including Strategic Plan and Business Plan</li><li>• Knowledge and understanding of FFA's external partners, donor governments and donor institutions</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Knowledge of Programmes delivered by FFA</li><li>• Knowledge or reporting frameworks</li><li>• Analytical skills</li><li>• Understanding and commitment to diversity, gender and values</li><li>• Effective time management</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• Emerging issues in Pacific fisheries</li><li>• FFA Corporate Policies</li></ul>

### **Key Behaviours**

*All employees may be measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Commitment to values, gender and diversity policies
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

### **Personal Attributes**

- Relevant Qualifications
- Excellent Analytical Skills
- Ability to work in an organized and systematic manner.
- Excellent written and oral English communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- 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 due, for example, to budgetary, technological or statutory changes and reforms. Such Change may be initiated by your Director or by other members of the Executive including the Director-General and the Deputy Director-General. This Job Description may also be reviewed within the annual performance cycle.