



APPLICANT INFORMATION PACKAGE

DIRECTOR – FISHERIES OPERATIONS

CLOSING DATE = 4 July 2013

HOW TO APPLY -

Please read the instructions contained in this package

To apply please submit the following:

- (1) An introductory letter
- (2) A completed HR1 Application form for the Position (available on website)
- (3) A current Curriculum Vitae

All applications are to be addressed to; *Manager, Human Resources, 1 FFA Road, Honiara, Solomon Islands*

Submission by email to recruitment@ffa.int is strongly encouraged

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A. INFORMATION ABOUT THE FORUM FISHERIES AGENCY

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. This fishery is now one of the largest in the World, catching around 1 million tonnes annually. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: "We will enjoy the highest levels of social and economic benefits for our people through the sustainable development of our fisheries resources."

The Mission of the Forum Fisheries Agency is: "To support and enable our members to achieve sustainable fisheries and the highest levels of social and economic benefits in harmony with the broader environment."

The work of the Agency is delivered through two programs: Fisheries Management and Fisheries Development.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders' call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non member donors and from cost recovery for services. The total budget for 2012/13 is US\$20.3million. In addition the Agency administers the US Treaty funds which in 2012/13 is US\$45 million.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

B. JOB DESCRIPTION

Job Identification:

Job Reference:	PI03FO01
Job Title:	Director of Fisheries Operations
Work Unit:	Fisheries Operations Division
Responsible To:	Director-General through the Deputy Director-General
Responsible For:	Up to 30 Staff including unit Managers
Job Purpose:	<p>To lead and manage the Fisheries Operations Division to achieve annual and medium term goals stipulated in the AWPB and SOI as well as strategic goals of the Organisation</p> <p>The Director Fisheries Operations is responsible to the Director-General and Deputy Director-General for management of the fisheries Operations Division (FOD). FOD is the largest Division in the agency with approximately 30 staff and a budget of approximately \$6million. FOD deliver services, technical assistance, capacity building and funding support to member countries on, vessel monitoring systems, observer programs, information management, vessel registry and general surveillance, enforcement and compliance issues. The Director retains responsibility for both technical oversight of all programs as well as administration, planning and reporting against FFA's corporate framework.</p>
Date:	27 May 2013

The Leaders' Vision:

Leaders believe the Pacific region can, should and will be a region of peace, harmony, security and economic prosperity, so that all of its people can lead free and worthwhile lives.

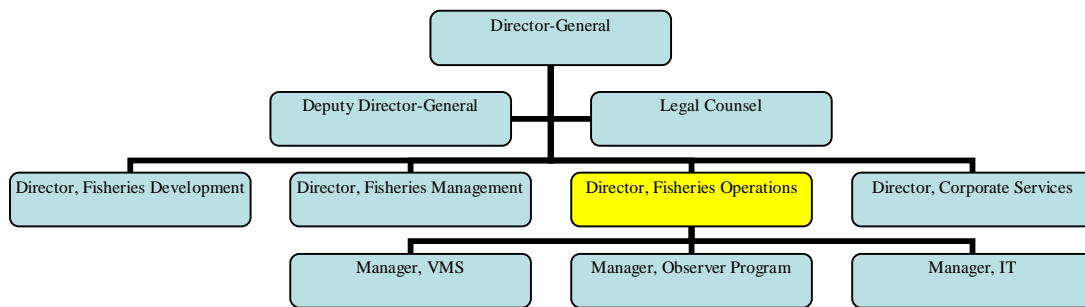
We treasure the diversity of the Pacific and seek a future in which its cultures, traditions and religious beliefs are valued, honoured and developed.

We seek a Pacific region that is respected for the quality of its governance, the sustainable management of its resources, the full observance of democratic values and for its defence and promotion of human rights.

We seek partnerships with our neighbours and beyond to develop our knowledge, to improve our communications and to ensure a sustainable economic existence for all.

The Pacific Plan

Organisation Context:



Key Result Areas:

The job of **Director Fisheries Operations** encompasses the following major functions or Key Result Areas:

- Providing **policy and technical advice** on matters regarding areas of technical responsibilities
- Setting **Strategic Direction and leadership** of the Division
- **Coordinating the process of monitoring progress**
- **Developing Capabilities**
- Reporting progress of Divisional work activities
- Performance Management of Staff
- Relationship Management
- Meeting Support
- Higher Duties

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

Jobholder is accountable for	Jobholder is successful when
Providing policy and technical advice on matters regarding areas of technical responsibilities	<p>Policy and technical advice on matters regarding areas of technical responsibility are robust, can withstand peer and wider public scrutiny, aligns with FFA approved approach or philosophy and is pragmatic</p> <p>Forecast intended results as well as annual work program activities for the Output under their responsibility area achieved within budget</p>
Setting Strategic Direction and leadership of the Division	<p>Development of bridging Medium-term goals and strategies (<i>towards Strategic Plan 2020 outcomes</i>) for the Division based on sound risk management analysis is undertaken annually.</p> <p>Medium term goals are collaboratively developed with staff and incorporated into the annual Statement of Intent.</p> <p>Annual Work-programme and Budget is developed for each year (and a 2 year medium term forecast) reflecting work activities and pursued results of the Statement of Intent</p>

Jobholder is accountable for	<i>Jobholder is successful when</i>
Coordinating the process of monitoring progress	<p>The Division is performing according to expected results and remedial action is taken when the desired results are not being achieved</p> <p>The chosen results service logic and intervention logic are aligned and delivered within budget and constraints</p> <p>Financial Management parameters are strictly adhered to as per AWPB, and additional activities to be resourced appropriately]</p> <p>Performance Management of staff is undertaken on a regular basis</p>
Developing Capabilities	<p>People Capabilities ó staff can articulate how their roles contribute to achievement of FFA outcomes and are highly motivated and engaged in achieving outcomes ó reflected by staff performance and progress against Divisional work-plan. Skills and knowledge gaps are identified and addressed</p> <p>Systems and processes are streamlined and strengthened within governance constraints to better deliver results</p> <p>Structural deficiencies are identified and remedial action recommended to Executive for implementation</p>
Reporting progress of Divisional work activities	<p>Reporting of Division work activities and impacts against financial resource limits is provided to Division and management on a regular basis</p> <p>Annual report of impacts, results, activities, issues and opportunities are provided for year-end reporting</p>
Performance Management of Staff	<p>Effective feedback on performance is undertaken on regular bases, and where necessary clarify goals and results sought.</p> <p>Assess performance against SOI, AWPB as well as member feedback and agree revision to operational strategies and approach where necessary</p> <p>Sub-standard performance is effectively managed and good to outstanding performance acknowledged and rewarded accordingly</p>

<p>Capability Development</p>	<p>People Capabilities - Skills and knowledge gaps are identified and addressed.</p> <p>System and processes are streamlined and strengthened within governance constraints to better deliver results</p> <p>Structural deficiencies identified and remedial action recommended to Executive for implementation</p>
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<p>Jobholder is accountable for</p>	<p><i>Jobholder is successful when</i></p>
<p>Relationship management</p> <p>With donors, member countries and other authorities regarding matters within their area of technical responsibility.</p>	<p>Able to effectively influence donors, member representatives (often at the levels of CEOs and Minister) and others to agree and support initiatives under his/her area of technical responsibility</p>
<p>Meeting support</p> <p>For all meetings in which area of technical responsibility is involved eg-</p> <p>FFC meetings, sub-regional and other regional meetings, WCPFC sub committees Annual sessions, Donor High level consultations etc</p>	<p>Ability to provide high quality meeting support, including preparing papers and coordinating others to do so, presenting to meetings and overseeing record keeping.</p>
<p>Higher Duties</p> <p>To act as Officer in Charge in the absence of the Executive.</p> <p>To lead field operations in country as well as in consultations/negotiations with other stakeholders in the absence of executive and if the ranking officer at the time or in agreement with other Directors</p>	<p>Management of Secretariat according to approved standards and governance limits</p> <p>Knowledgeable and effective representation of FFA interests and approach.</p>

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:

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> ◆ Influence and interaction ó direct discussion and negotiations with donors, FFC, member delegations 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 ◆ Complexity of managing staff security and welfare in a hardship location ◆ Managing member expectations and aspirations in current economic climate ◆ Dealing with increasing volume of responsibilities with a decreasing resource base. ◆ Addressing growing diversity and needs of sub-regional interests and progressively evolving relationships with Distant Water Fishing nations (DWFNs) and fishing industry

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> ▪ External - <p>Representatives of member countries</p> <p>Donor Representatives</p> <p>WCPFC and other organisations</p>	<p>Scoping works, provision of policy and technical advice, facilitation of; policy development, scheduling of interventions,</p> <p>Reporting on progress of Donor projects as well as marketing project proposals for funding</p> <p>Reporting</p>
<ul style="list-style-type: none"> ▪ Internal ó <p>Executive (Director General and Deputy Director-General)</p> <p>Divisional Staff</p> <p>Other Directors</p> <p>Corporate Services Staff</p>	<p>Take decisions</p> <p>Provide policy and technical advice in area of technical responsibility</p> <p>Report progress of Divisional work-plan and status of finances in area of technical responsibility</p> <p>Direct, supervise and coach</p> <p>Facilitate development of medium term and annual goals and workplans.</p> <p>Collaborate on common areas of work, division of responsibilities on cross-cutting issues</p> <p>Seek logistical support where necessary</p>

Level of Delegation:

The jobholder:

- manages operational budgets totalling up to US\$6m
- can authorise up to \$100,000 of costs in own budget
- can sign letters on matters routine to area of technical responsibility
- supervises up to 30 staff including through specific Unit Managers

Person Specification:

This section is designed to capture the expertise required for the role at the 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 job specific competencies.

Qualifications, Skills Knowledge and Experience

Essential:

- A tertiary degree in relevant area
- Minimum 5 years progressive experience in the area of Monitoring, Control and Surveillance and/or compliance policy as they relate to fisheries and 5 years as a manager
- Extensive experience managing complex administration programs related to natural resources management, including budget process, Monitoring and Evaluation, large contract management and staff supervision
- Extensive experience in managing activities utilizing sophisticated technology solutions, especially those utilizing satellite communications, and an ability to deliver those activities in a challenging environment
- Proven ability to develop high level policies and in providing quality analysis and advice to senior public servants and Ministers
- Extensive experience in relevant project development, management, implementation and administration from the initial project development phase (including liaison with donors, funders or treasuries) through to project completion, monitoring and review.
- Excellent communication, interpersonal, relationship building and customer service skills and experience relevant to FFA's business and organizational context.
- Ability and willingness to travel frequently within the region often for extended periods of time

Desirable:

- Relevant post graduate qualifications
- Experience living and working in the Pacific or developing countries
- Working knowledge of the tuna fisheries in the Pacific
- Operational compliance experience

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Policy development skills Facilitation and influencing skills Excellent oral and written communication skills
Advanced level	Legislative and compliance requirements with regards to security, border management as well as sub-regional, regional and international agreements on rights based fisheries FFA Corporate Frameworks: <ul style="list-style-type: none">• Strategic Planning and Monitoring and Evaluation framework• Annual Work Programme and Budget framework FFA Governance Framework
Working knowledge	Cultural diversity of membership
Awareness	Principles of contemporary fisheries management

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

- Excellent Analytical Skills
- Excellent communication skills (written, verbal, and interpersonal)
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- 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 ó 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.

C.REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station:	Honiara, Solomon Islands
Duration:	Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance
Grade:	Appointment will be at Band15 of FFAs authorised salary scale for internationally advertised position.
Salary	<p>The base salary range for this position is: <i>Min (80%) – SDR56,094 Midpoint (100%) – SDR70,117 Max (120%) – SDR84,141</i></p> <p>This is equivalent to: <i>Min – US\$84,377 Midpoint – US\$105,470 Max – US\$126,565</i> plus</p> <p><i>Allowances</i> COLDA – is about 17.25% of base salary and Location Allowance at 16.25% of base) (subject to changes in exchange rates)</p> <p>Commencing salary is normally offered at 80% of the midpoint. The Director General may appoint at a higher level if circumstances justify.</p>
Term	<p>Appointment is subject to a satisfactory medical examination, as well as a 6 months probationary period. The probationary period may be varied by the Director General.</p> <p>An appointment is terminated by (i) completion of term of contract (ii) one month notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.</p>
Superannuation	Minimum legal requirement of 7.5% paid to a nominated superannuation fund or as a cash supplement
Insurance:	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
Annual Leave:	30 working days per annum
Sick Leave	36 working days per annum
Other	Provisions also exist for family, compassionate, maternity, and special (without

	pay) leave
Public Holidays:	In accordance with Solomon Islands public holidays.
Leave	Entitled to return economy class airfares to place of recruitment for every completed year of service except in terminal year. Airfares cover staff, dependant spouse and children.
Medical Benefits:	All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-house Medical Scheme. FFA medical scheme is covered by insurance against exceeding limits.
Definition of Dependent child”	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is <ul style="list-style-type: none"> (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
Education Allowance:	Reimbursable basis of 75% of fees. Primary School 6 75% of tuition fees of Woodford International School in Honiara. Secondary and Tertiary 6 75% of tuition and boarding up to US\$13,500 per child per year. Limit to 3 children. Conditions apply.
School travel:	One travel per annum either for the child (educated overseas) from school to Honiara return or the staff or spouse to visit the child at school return
Retention Incentive:	21% of basic salary in final year, payable on completion of a three year contract
Removal Expenses:	*Removal and travel expenses to place of recruitment and a repatriation allowance of two weeks of base salary.
Other Allowances:	A Security Guard allowance of up to SBD\$96 a day on reimbursable basis. Location and COLDA allowance is paid fortnightly.
<p>* Not applicable to permanent resident or citizen of Solomon Islands.</p> <p>Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.</p>	

D. SOLOMON ISLANDS

Solomon Islands consist of a chain of six large islands and numerous smaller ones, stretching over 1,400 km.

The total land area is 28,530 sq. km of which the largest island, Guadalcanal, has an area of 5,600 sq. km. Other major islands are Choiseul, New Georgia, Santa Isabel, Malaita and Makira.

Solomon Islands is located between 5 and 12 degrees south latitude and 155 and 170 degrees east longitude. Due west is Papua New Guinea and to the south-east are the islands of Vanuatu and New Caledonia. To the south-west across the Coral Sea lies Australia. The capital, Honiara, on the island of Guadalcanal, is approximately 2,100 km north-east of Brisbane.

The climate is tropical but influenced by the surrounding sea and trade winds. The cooler season is from April to November when the south-east trade winds blow. From November to April the north-west winds bring higher temperatures and occasional tropical cyclones. Rainfall generally is high averaging 3,000 mm per year. However, Honiara, the capital, is somewhat drier with an average 2,000 mm. Daytime temperatures usually exceed 27 degrees Celsius. In general, temperature ranges from 20 to 34 degrees Celsius all year round.

Education for non-Solomon Islands citizens is available at the Woodford International School in Honiara up to Grade 10. The School is currently adopting the Queensland (Australia) curriculum. .

Expatriate employees of the Agency are accorded partial diplomatic privileges by the Solomon Islands Government. First entry privileges allow the importation free of duty of items such as a motor vehicle and personal effects within the first 6 months of arrival date. The Director-General and Deputy Director-General are accorded full diplomatic privileges.

There is a self-funding staff club which provides some facilities for staff and their families including a mini-gym, tennis court, pool table, and darts.

There are basic medical facilities with several private practices, and a central hospital. Facilities at the hospital are limited, and vaccines in Honiara are not always readily available. Optical services in Honiara and dental services are a bare minimum with specialist treatment needing to be obtained overseas.

The commercial banks in Honiara are Westpac, ANZ, and the Bank of South Pacific (BSP). The following are some of the current BSP exchange rates for the Solomon Islands Dollar (SBD): (as at 30 May 2013). Please note that the exchange rates do change daily.

SBD 1.00	=	0.1361	US Dollars
		0.1404	Australian Dollars
		0.1653	New Zealand Dollars
		0.2424	Fijian Dollars
		0.2815	PNG Kina

International air services are provided by Solomon Airlines, Air Niugini, Virgin Blue and Air Pacific.

Resident diplomatic missions are maintained by the United Kingdom, Australia, New Zealand, Papua New Guinea, Japan, Taiwan and the European Union. There is also a United States Consular Agent office and the Australian High Commission also acts as an agent for Canadian citizens. Nationals whose governments have diplomatic representations in Honiara are advised to register with their relevant offices on arrival in the Solomon Islands

Malaria is endemic in Solomon Islands and you are advised to seek independent medical advice on this and other issues associated with living in the tropics, in a developing country. Children should be fully immunised, especially against hepatitis, tuberculosis, tetanus, diphtheria and whooping cough. Some medical authorities also suggest immunisation for cholera and typhoid.

The Agency assists professional staff to locate suitable housing. Where an FFA owned or rented house is available, and it is suitable for the respective family, staff are expected to accept these properties. Properties are well maintained. The housing market is difficult at the moment because the local economy is going through a period of rapid development but we are normally successful in obtaining quality property rentals. Most properties are security fenced and the FFA currently provides an allowance for night security guards.

Law and order in Honiara has greatly improved since the arrival of the Australian led Regional Assistance Mission to the Solomon Islands (RAMSI) in July 2003. Applicants are advised to check the travel advisories issued by governments with Diplomatic representation in Honiara.

The FFA's expatriate staff report Honiara to be generally a safe environment however, the security situation remains relatively unpredictable and petty crimes do exist which could sometimes involve violence.

More information on the Solomon Islands can be found on the website of the Solomon Islands Visitors Bureau www.visitsolomons.com.sb

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