



**FFA**

**DEPUTY DIRECTOR GENERAL**

**INFORMATION PACKAGE  
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**DUE DATE - 28 FEBRUARY 2010.**

**Applications to be received by 4.30pm Solomon Islands time.**

To apply: please submit the following:

(1) Completed Application Form HR1 for this post (*Application Form rev2 - DDG.doc, now available on website*)

(2) A copy of current Curriculum Vitae

(3) Introductory covering letter

All applications to be addressed to: **Chairman Forum Fisheries Committee, Forum Fisheries Agency, 1 FFA Road, PO Box 629, Honiara, Solomon Islands..**

Submission by email to [executive-recruitment@ffa.int](mailto:executive-recruitment@ffa.int) is strongly encouraged.

For any enquiries: please contact [executive-recruitment@ffa.int](mailto:executive-recruitment@ffa.int), telephone (677) 21124 Ext 223 or fax (677) 23995.

## **1. 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 seventy-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.

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 members donors and from cost recovery for services. The total budget for 2009/10 is US\$13.8million. In addition the Agency administers US Treaty funds of US\$21 million.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Cook Islands, Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, the United Kingdom, Vanuatu, with staff attachments from Japan and the United States of America.

## **2. SELECTION CRITERIA: DEPUTY DIRECTOR-GENERAL**

The position is open to citizens of the FFA's member countries and territory and it is an essential requirement that **applicants must receive the endorsement of their respective Government.**

### **Essential Requirements:**

- 1) Demonstrated experience in fisheries management, including experience in fisheries science and compliance.
- 2) Relevant tertiary qualifications.
- 3) At least 5 years executive management experience in areas of financial, human resource management and administration.
- 4) Proven executive human resource management experience in a similar-sized organisation.
- 5) High level negotiating skills.
- 6) Knowledge of Pacific fisheries and key issues.
- 7) Leadership skills.
- 8) Skills in integrated strategic and business planning processes/frameworks.
- 9) Demonstrated experience in the preparation of annual work programs and budgets.
- 10) Ability to take a lead role in, and contribute to, the agencies executive management team.
- 11) Demonstrated skills in programme/project management.
- 12) Demonstrate ability to prepare briefing papers and reports of a high standard.
- 13) Computer skills especially spreadsheet and word processing programs.
- 14) Excellent communication and interpersonal skills.
- 15) Ability to work effectively under difficult conditions and able to meet deadlines.
- 16) Demonstrated understanding of social, economic and political aspirations of Pacific Islands peoples, an understanding of the local environment
- 17) Willingness to undertake significant work related travel.

### **Desirable Requirements:**

- i) Post graduate qualifications in a relevant area.

## **3. TERMS OF REFERENCE**

### **Overview of the Position:**

The Deputy Director-General is a key position in the management team of the FFA. It is a hands-on function, is critical to the effective functioning of the Agency, and has overall responsibility for all technical and administrative aspects of the FFA. A key role is to ensure high quality corporate governance.

### **Key Accountabilities:**

- i) Responsibility for and supervision of the conduct of the Agency's technical and professional activities and provide direction on the execution of the Agency's work programme.
- ii) Ensure efficient and effective support for members at meetings and workshops, particularly including FFC meetings and meetings of the WCPF Commission.

- iii) Oversight of the preparation and implementation of approved regional fisheries development and management projects and initiatives.
- iv) Liaison with FFA members on their respective fisheries and management needs, including the development and evaluation of country-specific projects.
- v) Provision of technical services to members in vessel monitoring and the administration of treaties and sub regional agreements.
- vi) Ensure the accuracy and timely dissemination of fisheries-related information to member countries.
- vii) Maintain contact with regional and international organisations concerned with fisheries development and management in the region.
- viii) Liaise with funding agencies concerning financial support for Agency activities, including financial reporting to donor agencies.
- ix) Supervise budgetary, personnel and administrative aspects of the Agency's operations.
- x) Assume the responsibilities of the Director-General in his or her absence.

#### **4. ADMINISTRATIVE INFORMATION**

**Tenure:** An initial fixed term contract of three years will be offered with performance related renewal for a further three years. The position is required to be competitively advertised at the end of six years.

**Remuneration:** The position is offered at Grade L of the FFA Salary Schedule for Professional Staff. The base salary ranges from SDR 52,029 to SDR78,034 per annum. (This is equivalent to US\$83,230 to US\$124,847 pa at current exchange rate.) The total salary package comprising base salary, Cost of Living Differential Allowance (COLDA) and location allowance is approximately:

**US\$112,630 to US\$168,940 per annum (subject to exchange rate fluctuations).**

**The following conditions and allowances are also provided:**

**Housing:** Housing assistance is provided by FFA at 75% of the market rental value.

**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.

**Public Holidays:** In accordance with Solomon Islands public holidays.

**Leave passage:** Entitled to return airfares to place of recruitment for every completed year of service except in terminal year. Airfares cover staff, dependant spouse and children.

**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.

\* Not applicable to permanent resident or citizen of Solomon Islands.

Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.

Both men and women are invited to apply.

More information on the Agency can be obtained on our website [www.ffa.int](http://www.ffa.int).

## 5. HOW TO APPLY

Applications should include:

- A brief **covering introductory letter**.
- **The completed Application form – HR 1 (provided separately on the website) which includes the following information,**
  - **Personal, academic and professional details and application checklist**
  - **Names and contacts of three referees** with whom you have been associated with in a professional capacity for at least two years. Referees must include current or other recent employer.
  - **A claim for the position** that addresses the **essential and desirable requirements** of the position in some detail, demonstrating capability in the required areas outlined by the terms of reference. Normally about a quarter to half a page for each criteria. **It is very important to demonstrate your ability to perform the required competencies by addressing the criteria listed in the application form. If you do not provide this information, your application cannot be assessed.**
- A copy of a **current resume** that includes details of qualifications, relevant experience, knowledge and skills application and details of the three most recent positions, and current salary.

All applications should be addressed in confidence to **the Chairman of the Forum Fisheries Committee, Forum Fisheries Agency, 1 FFA Road, PO Box 629, Honiara, Solomon Islands.**

Applications may be submitted by email, fax, courier-mail, or hand-delivered to our office at West Kola'a Ridge, Honiara.

**Applications submitted by email to [executive-recruitment@ffa.int](mailto:executive-recruitment@ffa.int) are strongly encouraged. Applications must be received by our office by 4.30pm Solomon Island time of the due date.**

If you submit a hard copy, please kindly forward an electronic copy as well to the designated email address.

Please direct all enquiries to email [executive-recruitment@ffa.int](mailto:executive-recruitment@ffa.int), or telephone (677) 21124 ext 223 or by fax (677) 23995.

## 6. SOLOMON ISLANDS

Solomon Islands consists 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 Honiara International School in Honiara up to Grade 6. The School is currently adopting the Queensland (Australia) curriculum. Honiara International School has about 150 pupils of which more than half would be Solomon Islands citizens.

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.

Honiara, with a population of approximately 46,000, has a Yacht Club, a Golf Club, and two casinos. There are three supermarkets, although prices of groceries can be quite high as most items are imported and stock levels will depend on shipping arrangements. A large market with local produce operates daily in central Honiara, except Sunday. Electricity is also expensive although hot water systems are solar-powered and stoves are commonly run on bottled gas. There are basic medical facilities with 3 or 4 doctors with 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 16 November 2009) Please note that the exchange rates do change daily.

SBD 1.00 = **0.1218** *US Dollars*  
**0.1309** *Australian Dollars*  
**0.1625** *New Zealand Dollars*  
**0.2240** *Fijian Dollars*  
**0.3152** *PNG Kina*

International air services are provided by Solomon Airlines, Air Niugini Air Vanuatu 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.

There are several radio stations (AM & FM) and five video rental shop. Currently the Solomon Telekom is able to broadcast BBC World and ABC Asia Pacific TV programs. To watch these TV programs, the equipment required is a TV monitor and a VHF antenna. Recently, a new local TV channel has started and this requires a UHF antenna. AsiaSAT and AsiaPacific satellites are also accessible with the right equipment. There are three pharmacies and a few restaurants including one in each of four main hotels.

The coast around Honiara has some coral reefs. There are some black sand/coral rock beaches a short drive west of the town. Scuba diving is quite popular and there are several World War II wrecks available to divers. FFA-arranged staff insurance cover does not extend to diving activities or any hazardous sports.

Electricity supply can be unreliable sometimes in many parts of Honiara. It is advisable to always have a torch or some candles and matches on hand.

Phone and Internet access is good, and a digital mobile phone system has been installed for the Honiara region, although coverage is limited.

The town water supply may be unreliable sometimes and it is advisable for water be boiled before drinking. Many houses in Honiara are additionally fitted with rainwater tanks to provide a fresh water supply.

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.

In terms of transport, there are many taxis and mini-vans operating in Honiara but public transport after dark may be difficult. New and used vehicles are available in Honiara and diesel and unleaded fuel are available. Some people order Japanese used vehicles on the internet. A popular site is [www.japanesevehicles.com](http://www.japanesevehicles.com).

The Agency assists professional staff to locate suitable housing. Where an FFA owned 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. Whilst 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 a safe environment with security incidents probably less common than are normal in city areas of developed countries. Nationals whose governments have diplomatic representations in Honiara are advised to register with their relevant offices on arrival in the Solomon Islands.

More information on the Solomon Islands can be found on the website of the Solomon Islands Visitors Bureau [www.visitsolomons.com.sb](http://www.visitsolomons.com.sb).