



FISHERIES POLICY SPECIALIST
INFORMATION PACKAGE
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CLOSING DATE - 23 JULY 2010

To apply: please submit the following:

(1) Completed Application Form HR1 for this post (*Application Form – FPS .doc, now available on website*)

(2) A copy of current Curriculum Vitae

(3) Introductory covering letter

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

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

For any enquiries: please contact recruitment@ffa.int, telephone (677) 21124 or fax (677) 23995.

1. INFORMATION ABOUT THE FORUM FISHERIES AGENCY

The Forum Fisheries Agency (FFA) was established in 1979 in response to the member countries' desire to promote regional cooperation and coordination in respect of fisheries issues and their concern to secure maximum benefits from the living marine resources of the region, in particular the highly migratory species.

Under the 1979 FFA Convention, the Forum Fisheries Agency consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Agency presently has seventeen members, each of which is represented on the FFC. The Convention places the seat of the Agency at Honiara, and an Agreement between the Agency and the Government of Solomon Islands defines the diplomatic status of FFA.

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.

2. TERMS OF REFERENCE – FISHERIES POLICY SPECIALIST

General Duties and Responsibilities:

The Fisheries Policy Specialist will serve as the team leader for the Project, and will have overall responsibility for ensuring that the project achieves its purpose. The Specialist will be responsible to the Deputy Director, and will work closely with the Directors of Development and Operations. The Specialist will be directly responsible for overseeing the work of the MCS Adviser and the Project Coordinator. He/she will also work closely with the Fisheries Development Officer and the IUU Liaison Officer of the Project who will be based at the Secretariat of the Pacific Community in Noumea, New Caledonia.

Accountabilities:

The Specialist will oversee all project operations and advise FFA executive management on all areas within his/her technical competence. Specifically, he/she will:

- supervise the technical and administrative activities of the Project, including the work of the other staff and short term experts;
- assist Pacific-ACP Countries in the preparation and implementation of comprehensive private sector-oriented tuna development policies and strategies;
- assess options for coordinated and harmonised fisheries management policies and strategies that will promote the development of domestic tuna industries in Pacific ACP countries;
- analyse the implications for Pacific-ACP Country tuna operations of changes in market opportunities and develop response strategies to issues of market access;

- identify opportunities for attracting increased tuna-related investment into the region;
- advise Pacific-ACP Countries in negotiations with prospective local and foreign investors;
- ensure that the outcomes of project studies and meetings are effectively disseminated to stakeholders in line with the project's communications strategy; and
- oversee work on the economic impact of IUU fishing, and the development of cost effective responses to the problem.

3. 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 J of the FFA Salary Schedule for Positions Advertised internationally (formerly known as Professional Staff) plus benefits including COLDA and Location Allowance. The base salary ranges from SDR\$46,409 to SDR\$62,793 per annum. (This is equivalent to US\$73,400 to US\$99,300 pa at current exchange rate).

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.

An affirmative action policy applies in respect of applicants from FFA's Pacific Island members. Where an FFA Pacific Island member candidate is deemed to be of equal

merit to a non-island candidate, he or she can be appointed, at the discretion of the Director-General, in favour of that Island candidate.

4. GENERAL INFORMATION

The position:

- will be for a renewable contract term of two years
- is based in Honiara, Solomon Islands
- requires the successful appointee to be in good health, and have the ability to work in hot and humid tropical conditions, to travel extensively both regionally and internationally, and to adapt to small island community living conditions
- has engagement arrangements guided by the harmonised conditions of service of the Councils of Regional Organisations for the Pacific with adjustments for conditions in Honiara, and
- will be required to undertake other duties as directed from time to time

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 two 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 Curriculum Vitae** that includes details of qualifications, three most recent positions, and current salary.

All applications should be addressed in confidence to **the Manager Human Resources, 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 is strongly encouraged. Applications must be received by our office by close of business, of the due date.** If you submit a hard copy, please kindly forward an electronic copy as well to recruitment@ffa.int.

Enquiries can be made by contacting on email recruitment@ffa.int, or telephone (677) 21124 ext 223 or by fax (677) 23995.

All correspondences in relation to this recruitment are to be forwarded to recruitment@ffa.int.

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 17 June 2010) Please note that the exchange rates do change daily.

SBD 1.00	=	0.1218	<i>US Dollars</i>
		0.1410	<i>Australian Dollars</i>
		0.1712	<i>New Zealand Dollars</i>
		0.2373	<i>Fijian Dollars</i>
		0.3303	<i>PNG Kina</i>

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.

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 .