



EXECUTIVE SECRETARY – PACIFIC ISLAND TUNA INDUSTRY ASSOCIATION (PITIA)

PITIA is the trade association which represents the commercial tuna seafood industry domestic interests in the Pacific region.

It assists in the coming together of National trade associations and sectorial interests that form part of the growing domestic involvement in the Seafood industry. PITIA's role is to promote domestic commercial development at International fora and their generic interests. It also disseminates information on fishery matters to a wide ranging membership throughout the Pacific.

Following a recent decision to relocate the PITIA secretariat to Honiara it is seeking an executive secretary to act in a sole managerial role reporting to the Chairman and Executive Committee.

The role of the executive secretary is to;

- (1) Manage the association in accordance with requirements of the Executive Committee. This includes fiscal management and reporting, promotion of existing and new membership, attendance at relative regional meetings and reporting on the same. Preparation of newsletters and information to the membership.
- (2) Promote the position of PITIA as a responsible and influential organisation within the regional. Develop a close working relationship with the Forum Fisheries Agency (FFA), Parties to the Nauru Agreement (PNA) and Secretariat of the Pacific Community (SPC).
- (3) Prepare papers on behalf of PITIA for presentation at appropriate regional fora.
- (4) To be proactive in promoting sustainable domestic development in the Western Central Pacific Ocean.

The successful candidate will have the following skills and attributes;

- (1) Be able to operate in a sole managerial role. Whilst the Executive Committee is available for guidance it must have confidence that the incumbent is able to manage the daily affairs of the association in a timely manner and without direct supervision.
- (2) Be computer literate and have a good command of the English language both written and orally.
- (3) Have good communication skills and presentation.
- (4) Have a relevant tertiary qualification and at least 5 years of experience in the fishing industry.
- (5) Have a genuine interest in the Seafood Industry.

The position will require a considerable degree of travelling and time away from Honiara. The salary and package will be commensurate to the skills and experience of the candidate. Applicants should provide their applications including written curriculum vitae and references by email to;

Adrian Wickham (Chairman)

awickham@trimarinegroup.com

Applications close on Friday 7th August 2015