



FFA

APPLICANT INFORMATION PACKAGE

Pacific Islands Regional Oceanscape Program (PROP) **Procurement Specialist**

CLOSING DATE – 16 October 2015

HOW TO APPLY -

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

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

All applications to be submitted by email to recruitment@ffa.int

For any enquiries: please contact recruitment@ffa.int

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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 2014/15 is US\$26.5million.

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. OVERVIEW OF THE PACIFIC ISLANDS REGIONAL OCEANSCAPE PROGRAM (PROP)

The development objective of this program is to strengthen the shared management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. This will provide the basis for sustainable and increased economic benefits to the region from this resource. The World Bank PROP is aimed at addressing fisheries components of the broader Pacific Regional Oceanscape Framework that was endorsed by Pacific Island leaders in 2010.

In order to achieve this objective, the program will include the following components, sub-components and activities available for all participating countries. These will form a menu of activities the Program could support in each country, which would be chosen based on the specific local context. Some activities will be implemented at the national level, while others will be implemented at the regional level to capture economies of scale. All activities in this menu would contribute to the shared regional objective of the PROP, even if implemented nationally.

Component 1: Sustainable Management of Oceanic Fisheries

The objective of this component is to help participating Pacific Island countries strengthen the management of the region's purse seine and long-line tuna fisheries.

In the case of the purse seine fishery largely targeting skipjack tuna, the PNA countries introduced in 2009 a vessel day scheme (VDS) to manage access to the fishery. In order for the Pacific Island countries to fully realize its potential, the VDS will need to evolve and strengthen significantly over its second five years. PROP will substantially assist in the implementation of the recommendations of the independent review of the VDS that took place late in 2014, according to the roadmap agreed by PNA34 in March 2015.

For the tropical tuna and southern albacore long-line fisheries, EEZ rights-based systems similar to the VDS are being introduced to enhance the management of access, significantly enhancing the sustainability and value of this natural capital asset, and subsequently the benefits that it can provide to Pacific Island countries. PROP will support the development of these management schemes through a complementary series of institutional and systems strengthening activities implemented by participating countries, FFA and PNA.

Component 2: Sustainable Management of Coastal Fisheries

The objective of this component is to support participating countries to sustainably manage defined coastal fisheries, focusing on those with the greatest potential for increased benefits, i.e. coastal fisheries such as *bêche-de-mer* that (i) can generate export earnings for the country, and/or (ii) support livelihoods, food security and dietary health.

Towards this objective, this component includes activities to: (i) empower stakeholders to sustainably manage targeted coastal fisheries in participating countries; and (ii) link sustainable coastal fish products to regional markets. This component will provide climate change co-benefits by supporting adaptation in the form of better management of coastal fisheries and natural defenses. These will be implemented directly by participating countries with regional assistance through the Secretariat of the Pacific Community's Coastal Fisheries Programme.

Component 3: Sustainable Financing of the Conservation of Critical Fishery Habitats.

This component aims to help identify revenue streams to sustainably finance the conservation of critical habitats that underpin oceanic and coastal fisheries in the region. Towards this objective, the component will include activities to establish: (i) Pacific Marine Conservation Development Financing Mechanisms

to support the growing number of large marine protected areas (MPAs) in the region; and (ii) a pilot Pacific Blue Carbon regional program for small to medium scale fishery habitats. The aim of this component is not to provide sustainable financing for all regionally-significant fisheries habitat conservation efforts, but rather to provide the catalytic upstream finance needed to identify, develop and achieve consensus on the mechanisms to deliver such financing, and then to help secure this financing from other sources. This component will be implemented largely through the Oceanscape Unit at the Pacific Islands Forum Secretariat, in consultation with the Marine Sector Working Group of the Council of Regional Organisations in the Pacific.

Component 4: Regional Coordination, Implementation Support, Training and Monitoring and Evaluation

This component aims to provide regional coordination, implementation support and project management, to ensure a coherent approach to program implementation and wide dissemination of results and lessons learned; as well as implementation support and training as needed for the program to achieve its objectives. Towards this objective, this component includes activities to: (i) support a program management unit within FFA for implementation support to participating countries; (ii) share knowledge and outreach globally; (iii) support the Oceanscape Unit within the Pacific Island Forum Secretariat to monitor program progress within the wider context of the Framework for a Pacific Oceanscape; and (iv) support national program management, monitoring and evaluation.

Program structure

The PROP will be implemented in a Series of Projects (SOP) over a six to ten year period, based on projected country demand. The expected projects in the series are:

- FY15: Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Solomon Islands, Tuvalu, and regional (FFA) Investment Projects
- FY16: At least one to two additional country-level investment projects
- FY17: Three to four additional country-level investment projects

The total value of the Program at inception, including the regional and four national components each for a six-year period, is approximately the equivalent of US\$39.27 million, comprised of US\$32.97 million IDA and US\$6.3 million Global Environment Fund (GEF) trust fund financing. The regional component directly under the purview of the Regional Programme Coordinator is US\$6.16 million over the first 6 years.

Program Support Unit (PSU) at FFA.

The PSU will consist of the following full-time staff/consultants: (i) PROP Regional Coordinator who will coordinate the Program between the participating countries, helping manage resources and timing of the Program, and also implement the regional technical activities financed by the regional IDA grant and parallel GEF grant; (ii) Financial Specialist who will be responsible for financial transactions of regional technical activities implemented by the PSU, as well as working with national implementing agencies on financial management as required; (iii) Procurement specialist who will be responsible for managing regional procurement and working with national implementing agencies on procurement at the national level, as required, including preparation and updating of procurement plans. These three positions are new positions that will be competitively hired as consultants financed by the Program, and/or are full-time FFA staff who will be designated to the PSU. The costs of the PSU will be financed by the regional IDA grant to FFA.

C. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duty Station	Honiara, Solomon Islands																
Duration:	The PROP Regional Coordinator is recruited to the project on a full time basis for three (3) years, with a possibility of contract renewal thereafter on the basis of need, subject to procurement rules and performance evaluation.																
Grade:	Appointment will be at Band 11 of FFAs authorised salary scale for internationally advertised positions.																
Salary:	<p>The basic salary range for this position;</p> <table border="1"> <thead> <tr> <th>Band 11</th> <th>Base Salary (SDR)</th> <th>Base Salary (USD)</th> <th>Base Salary with Basic Allowances* (USD)</th> </tr> </thead> <tbody> <tr> <td>Minimum</td> <td>34,408</td> <td>49,678</td> <td>69,082</td> </tr> <tr> <td>Midpoint</td> <td>43,010</td> <td>62,090</td> <td>85,856</td> </tr> <tr> <td>Maximum</td> <td>51,612</td> <td>74,517</td> <td>102,074</td> </tr> </tbody> </table> <p>* Basic Allowances include Cost of Living Differential Allowance (COLDA) and Location Allowance</p> <p><i>Above US\$ rates are subject to exchange fluctuations</i></p> <p><i>Commencing salary is normally offered at the minimum however the Director General may appoint at a higher level if circumstances justify and depending on qualifications and experience.</i></p>	Band 11	Base Salary (SDR)	Base Salary (USD)	Base Salary with Basic Allowances* (USD)	Minimum	34,408	49,678	69,082	Midpoint	43,010	62,090	85,856	Maximum	51,612	74,517	102,074
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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's 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 – (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 – 75% of tuition fees of Woodford International School in Honiara. Secondary and Tertiary – 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.
* 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.

D. 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 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 of 25 September 2015).

SBD 1.00	=	<i>US Dollars</i>	=	0.1205
		<i>Australia Dollars</i>	=	0.1716
		<i>Fijian Dollars</i>	=	0.2533
		<i>New Zealand Dollars</i>	=	0.1910
		<i>PNG Kina</i>	=	0.3377

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

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