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FFA
PACIFIC ISLANDS
FORUM FISHERIES
AGENCY

APPLICANT INFORMATION PACKAGE

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1. HOW TO APPLY

GCF REGIONAL TUNA PROJECT – SUPPLY CHAIN DEVELOPMENT (SCD) MANAGER

This position is a “Position Advertised Internationally” and is open to both International Applicants as well as Nationals of Solomon Islands

CLOSING DATE – 6 JULY 2026

Please read the instructions contained in this package carefully.

HOW TO APPLY

To apply please submit the following:

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

All applications are to be addressed to;

***Manager Human Resource
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

2. ABOUT THE FORUM FISHERIES AGENCY (FFA)

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. 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.

FFA VISION

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.”

FFA MISSION

The Mission of the Forum Fisheries Agency is: “Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.”

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.

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.

3. About the Opportunity

Summary of the position

Job Reference:	
Job Title:	GCF Regional Tuna Project-Supply Chain Development (SCD) Manager
Work Unit:	Fisheries Development Division
Responsible To:	Director Fisheries Development
Responsible For:	Consultants, and In-Country contractors
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none">• Design and develop detailed plans for fish market infrastructure to facilitate the distribution of bycatch from transshipment operations.• Lead on the development of post-harvest practices and improvement of market opportunities to distribute bycatch and tuna from transshipping and unloading operations to urban and peri-urban communities• Ensure the provision of high-quality advice on fisheries investments in infrastructure and supply chains to facilitate distribution of bycatch;• Coordinate related communication and awareness activities to support post-harvest, market development, and fish market interventions.

Please refer to the Terms of Reference for full details of this role.

4. REMUNERATION PACKAGE AND TERMS & 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:	Band 12 of FFAs authorised salary scale inclusive of COLDA and location allowance for internationally advertised positions.
Salary:	The basic salary range for this position is; <i>Band 12 Min – SDR45,787 Midpoint – SDR53,867 Max – SDR64,641</i>
	This is equivalent to; <i>Band 12 Min – USD - US\$62,545 Midpoint – US\$73,583 Max – US\$88,299 + Allowances - (COLDA is about 20% of base salary and Location Allowance at 16.25% of base)</i> <i>(subject to changes in exchange rates)</i>
	Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.
Term:	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. 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.
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 at a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
Education Allowance:	Reimbursable basis of 75% of fees. Pre-primary and 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\$157.04 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.

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Both men and women are invited to apply.

More information on the Agency can be obtained on our website www.ffa.int.

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