

## JOB DESCRIPTION

### Job Identification

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"> <li>● Design and develop detailed plans for fish market infrastructure to facilitate the distribution of bycatch from transshipment operations.</li> <li>● 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</li> <li>● Ensure the provision of high-quality advice on fisheries investments in infrastructure and supply chains to facilitate distribution of bycatch;</li> <li>● Coordinate related communication and awareness activities to support post-harvest, market development, and fish market interventions.</li> </ul>
Date:	March 2026

### FFA's Vision and Mission

#### Vision of the Members of the Pacific Islands Forum Fisheries Agency

Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

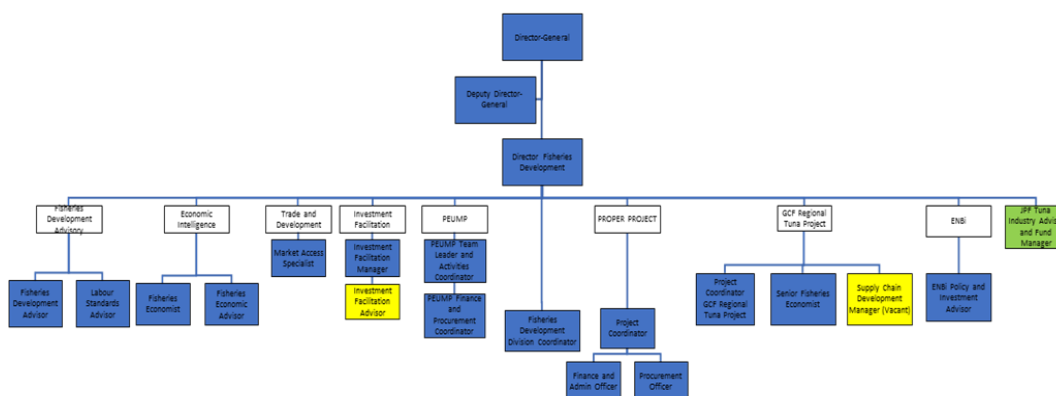
#### Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

**FFA Strategic Plan 2020**

### Organisational Context

The Supply Chain Development (SCD) Manager sits within the Fisheries Development Division (FDD) and reports to the Director Fisheries Development. The role is funded under the Green Climate Fund (GCF) Regional Tuna Programme (RTP) and supports delivery of supply chain and post-harvest workstreams across FFA Member countries. The position works closely with the GCF Programme Coordinator and FFA Senior Fisheries Economist.



## Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Fish Market Design and Feasibility
2. Investment Facilitation and Financing
3. Post-Harvest Practices and Supply Chain Development
4. Management, Reporting and Communications

The performance requirements of the Key Result Areas are broadly described below:

Is accountable for	And is successful when
<p><b>1. Fish Market Design and Feasibility</b></p> <ul style="list-style-type: none"> <li>• Lead technical consultancies to identify and develop new sanitary improved fish market infrastructure at various scales for countries where transshipping and unloading occurs, including design, cost and financial feasibility.</li> <li>• Engaging local networks and responsible government agencies &amp; market authorities (including tuna processing and transshipment operators) with national government facilitation.</li> <li>• Providing commercial advice, negotiation support, and technical advice to partnering governments.</li> <li>• Lead work to explore new and innovative business initiatives to support sustainable fish market operations for distribution of bycatch and tuna to urban and peri-urban MSMEs.</li> </ul>	<ul style="list-style-type: none"> <li>• Costed Project Work Plan identifying market infrastructure including equipment for loading, packing and cold storage along with a robust and detailed design and delivery model that optimizes the distribution of bycatch to urban and peri-urban areas in place.</li> <li>• Individual Delivery Design Model developed <ul style="list-style-type: none"> <li>➤ Cost estimates based on the level of design and location</li> <li>➤ Operational standards to meet requirements</li> <li>➤ Cost effective operational aspects and design e.g. solar.</li> <li>➤ Hygiene considerations including ease of cleaning and management</li> <li>➤ Robust materials to suit environment and purpose</li> <li>➤ Permits and compliance requirements from National Health, Food Safety, Biosecurity and Maritime Authorities as applicable, including those of potential donors, paying particular attention to environmentally sustainable sourcing and standards; and</li> <li>➤ Capabilities and competencies required from contractors to be considered and vetted for the process to ensure quality and compliance.</li> <li>➤ Suitable and feasible business initiatives are identified</li> </ul> </li> </ul>
<p><b>2. Investment Facilitation and Financing</b></p> <ul style="list-style-type: none"> <li>• Take a proactive approach with national governments and the private sector to foster support for fish market development for the distribution of bycatch;</li> <li>• Develop investment financing proposals to fund fish market construction,</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant stakeholders are fully aware of investment costs and benefits with good governance and transparency in decision making.</li> <li>• New fish markets are developed for the economic and social advancement of stakeholders</li> <li>• All necessary support is provided to</li> </ul>

Is accountable for	And is successful when
<p>incorporating financial modelling, socio-economic analysis, and environmental impact assessment.</p> <ul style="list-style-type: none"> <li>● Identify and develop innovative opportunities for enhanced financial returns and value chain participation by Micro, Small, and Medium Enterprises (MSMEs).</li> <li>● Provide specialist advice and promulgation of policies and guidelines relating to fish market operations.</li> </ul>	<p>facilitate new fish market investments.</p> <ul style="list-style-type: none"> <li>● Development partners provide funding support for market infrastructure</li> <li>● Micro, Small, and Medium Enterprises (MSMEs) in the tuna sector are able to participate in the fish market value chain.</li> <li>● Collaborative work with other agencies is agreed and implemented</li> <li>● Fish markets operate efficiently, sustainably and profitably.</li> </ul>
<p><b>3. Post-Harvest Practices and Supply Chain Development</b></p> <ul style="list-style-type: none"> <li>● Provide training for urban and peri-urban MSMEs to improve/develop post-harvest processing techniques for bycatch and tuna from transshipping and unloading operations, commencing with a needs analysis to identify training requirements within improved supply chains.</li> <li>● Pilot alternative marketing mechanisms to support increased trade in bycatch and tuna in urban areas.</li> <li>● Provide extension support to MSMEs to extend the shelf life of fish and add value to bycatch and tuna products.</li> <li>● Ensure training design considers the differentiated roles of men and women in post-harvest processing, consistent with the funding proposal.</li> <li>● Use existing micro qualifications in post-harvest processing training if they are applicable to the training needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Training courses are successfully delivered to a formal/high standard</li> <li>● Alternative marketing mechanisms assessed, and recommended outcomes implemented.</li> <li>● Shelf life and value-add of bycatch and tuna products is demonstrably improved among participating MSMEs.</li> </ul>
<p><b>4. Management, Reporting and Communication</b></p> <ul style="list-style-type: none"> <li>● Manage the work of consultants and sub-contracted service providers specialising in marine food systems engaged under the workstream.</li> <li>● Coordinate with FFA economists and other FFA divisions as required to deliver on program objectives, including through coordination with SPC, PNAO and other observer programs for monitoring of bycatch volume delivered.</li> <li>● Conduct or support communication campaigns to raise awareness of urban/peri-urban communities about the</li> </ul>	<ul style="list-style-type: none"> <li>● FFA and consultants deliver results on a timely and efficient basis</li> <li>● Communication campaigns meet targeted outcomes</li> <li>● Quality reports are submitted and all relevant issues identified</li> <li>● Positive contributions provided</li> <li>● Processes adhere to FFA and stakeholder standards</li> </ul>

Is accountable for	And is successful when
<p>impacts of climate change on coral reef ecosystems and the need to consume more bycatch and tuna to meet future nutrition requirements.</p> <ul style="list-style-type: none"> <li>● Prepare periodic reports, workplans and other documentation required for the GCF program.</li> <li>● Provide reports to the Director Fisheries and Development Division, Senior Fisheries Economist and Programme Coordinator on implementation of work activities</li> <li>● Administrative requirements completed in a timely and accurate manner.</li> </ul>	

**Note:** The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### **Work Complexity**

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> <li>● Influence and interaction-direct discussion at country level including Ministers within agreed frameworks and policies and within area of technical responsibility</li> <li>● Required to professionally present argument and reports, unsupported by senior executives and to effect change and reform consistent with the Agency's mandate</li> <li>● Coordinate diverse activities being undertaken and delivered by a range of staff and consultants to ensure consistency and appropriateness across the membership</li> <li>● Addressing growing diversity and needs of sub-regional interests and progressively evolving relationships with Distant Water Fishing Nations (DWFNs) and fishing industry</li> <li>● Ensure commercial confidentiality while delivering effective public policy advice to member decision-makers and to Agency Executives</li> </ul>
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### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Representatives of Member countries</li> <li>• Donors</li> <li>• Financial institutions</li> <li>• Industries/MSMEs</li> <li>• Project partners</li> </ul>	<ul style="list-style-type: none"> <li>• Scoping works, provision of policy and technical advice, facilitation of; policy development, scheduling of interventions</li> <li>• Reporting on progress of Donor projects as well as marketing project proposals for funding</li> <li>• Exploring financing options for MSMEs and product development</li> <li>• Exploring innovative options for enhanced financial returns and value chain participation</li> <li>• Activity coordination and broader project alignment</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive (Director General and Deputy Director General)</li> <li>• Directors, including Director Fisheries Development</li> <li>• GCF RTP Senior Fisheries Economist and Programme Coordinator</li> <li>• Corporate Service Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Take decisions</li> <li>• Provide policy and technical advice in area of technical responsibility</li> <li>• Report progress of Unit work-plan and status of finances in area of technical responsibility</li> <li>• Collaborate on common areas of work, division of responsibilities on cross-cutting issues</li> <li>• Activity planning and coordination.</li> <li>• Technical and financial reporting (procurements and acquittals).</li> <li>• Seek logistical support where necessary</li> </ul>

### Level of Delegation

The jobholder-:

- Manages the work of consultants and in-country contractors engaged on the supply chain development workstream of the GCF Regional Tuna Programme.
- Manages operational budget up to US\$5,000,000.
- Leads field operations and is required to travel frequently within and outside the region, sometimes for extended periods.

## Person Specification

### Essential

#### Qualification

- A Bachelor's Degree in a relevant area (Supply Chain Management, Finance, Business Management, Economics, Law, Banking or related discipline).

#### Experience

- At least 7 years of progressive experience in supply chain development, fish market infrastructure, post-harvest fisheries or commercial development of fisheries value chains
- Experience in the design, financing and implementation of infrastructure investment projects from initial concept through delivery, monitoring and review.
- Demonstrated experience designing and delivering capacity building programs in fisheries or related sectors.
- Prior working experience in the Pacific or other developing-country context, ideally in fisheries or marine resource sectors.

#### Skills, Knowledge and Abilities

- Strong technical understanding of fish market design, post-harvest processing and cold chain considerations in developing economies.
- Demonstrated investment analysis and project management skills, including preparation of Terms of Reference and management of consultants.
- Demonstrated excellent communication skills with proven ability to engage and influence senior government, SOE and private sector stakeholders.
- Excellent written and spoken English and a high degree of computer literacy.
- Ability and willingness to travel within the region and further afield, sometimes for extended periods.

### Desirable

#### Qualification

- A relevant post-graduate qualification in fisheries economics, supply chain management, agribusiness, engineering or related field.

#### Experience

- Experience in the tuna sector, transshipment operations, or bycatch utilisation and distribution.
- Working understanding of GCF, World Bank, ADB or other donor funding and reporting requirements.
- Demonstrated experience facilitating coordination and cooperation between Pacific Island Countries or other developing-country groupings on commercial fishery sector initiatives.
- A basic understanding of the principles and processes involved in design and construction.

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

#### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> <li>• Investment and Commercial management – current and best practices and principles</li> <li>• Policy development skills</li> <li>• High level analytical skills</li> <li>• Excellent understanding of economic and financial appraisal</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>• Facilitation skills and presentation skills</li> <li>• Excellent oral and written communication skills</li> </ul>
Working Knowledge Level	<ul style="list-style-type: none"> <li>• Cultural awareness of diverse member representation</li> <li>• Principles of natural resource conservation and management and opportunities</li> <li>• FFA planning, budgeting and reporting framework and strategic documents</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Excellent understanding of FFA mandate and Member countries and linkages between GCF Regional Tuna Programme workstreams.</li> </ul>

### **Key Behaviours**

*All employees are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

### **Personal Attributes**

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

### **Approved:**

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Manager/Supervisor

Date:

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Employee

Date: