



WWF Pacific

JOB DESCRIPTION

Position title:	Industry Liaison and Facilitation Officer
Reports to:	Project Manager: "Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji" Project - <i>Directly</i> Programme Manager Sustainable Fisheries and Seafood - <i>Indirectly</i>
Supervises:	Nil
Location	Suva, Fiji
Hours:	37.5 per week
Contract Period:	3 Years (Until June 2021 and based on annual performance review and funding availability)
Approved by:	Representative

I. Context:

The vision of WWF-Pacific's Sustainable Fisheries and Seafood (SFS) Programme is by 2020, Fiji is a leading exponent of sustainable seafood policies and practices which together contribute to local food security, livelihoods, enhance the ecological integrity of inshore and offshore marine ecosystem and protect local populations of priority marine species through effective governance, green investment policies and sustainable seafood markets.

The SFS programme, inter alia, works within the governance frameworks of national and regional fisheries to build sustainable fisheries and supply chains through strategic partnerships.

WWF New Zealand and WWF-Pacific will partner with Fiji's Ministry of Fisheries (MoF) and the Fiji Fishing Industry Association (FFIA) and will work closely with stakeholders including the Fiji Maritime Academy (FMA) and other stakeholders to implement the "Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji" Project.

The three-year project is expected to develop sustainable and responsible tuna longline fisheries in Fiji through managing the Marine Stewardship Council (MSC) certification of the Yellow fin and Albacore longline fisheries within Fiji's Exclusive Economic Zone (EEZ) and a portion of the adjacent High Sea, addressing bycatch from tuna fishing and the establishment of a national platform for dialogue between all stakeholders in Fiji's Tuna Industry.

II. Mission of the Department:

To deliver the conservation objectives of the organization, using minimal resources to leverage maximum advantage wherever possible through effective co-ordination with other departments and partners to mutual advantage.

III. Major Functions:

- Under the leadership of the project manager, provide direct support to the Fiji Fishing Industry Association (FFIA), and in collaboration with the Fiji Ministry of Fisheries, to deliver Output 1: Albacore and Yellowfin MSC certification in Fiji and adjacent high seas managed and audited by carrying out effective stakeholder co-ordination, planning and activity implementation.
- Under the leadership of the project manager, collaborate with LEAD, to provide support to Fiji Ministry of Fisheries and carry out effective coordination, planning and activity implementation to ensure delivery of Output 3: Multi stakeholder platform established, and stakeholder capacity developed, to support Ministry of Fisheries.

IV. Major Duties and Responsibilities:

- Support FFIA establish and co-ordinate MSC stakeholder working group to support the development and implementation of MSC plan of action.
- Support FFIA with MSC audits and reporting.
- Support FFIA co-ordinate with key stakeholders including MoF and WWF-Pacific, the development of a Plan of Action to address MSC conditions. Assist with research and facilitation, documentation, distribution and presentation of the Plan of Action to all relevant stakeholders and the incorporation of recommendations from annual MSC audits.
- Secure and oversee and support consultants supporting FFIA in the delivery and implementation of Output 1
- Support FFIA to promote and foster sustainable supply chains for Fiji MSC tuna and support building awareness with identified champions through regional media platforms and outreach at international conventions, including the Global Seafood Expo (Asia) and Seafood Expo (North America).
- Support FFIA to undertake targeted road show promotional visits to target MSC markets including NZ, US, Australia, Japan, UK and the Netherlands to secure at least three new international markets.
- Develop an MSC financing plan for FFIA that provides guidance for FFIA for the funding of future MSC certification programs
- Ensure the representation of private sector participation in the initiation and establishment of the MoF Multi Stakeholder Platform in supporting the functions of the Fiji Offshore Advisory Council (FOFAC).
- Ensure participation of private sector (FFIA) in capacity assessments involved in the multi-stakeholder group to inform capacity building plans and co-ordinate to ensure participation of FFIA members at relevant capacity building workshops.
- Support FFIA monitor, evaluate and report relevant project activities and budgets.
- Participate wholeheartedly in the general activities of WWF-Pacific, particularly events and activities that require the full support and participation of all staff as and when required.

Adherence to internal processes and procedures

- Timely completion and adherence to work planning and processes according to WWF internal procedures, assistance with recruitment of new staff members and compliance with WWF Anti-Fraud and Corruption Policy.

- Participate openly and willingly in the Performance Development Journey (PDJ) process.
- Provide support to planning and ensuring compliance with budget plans and procurement regulations.
- Be involved in strategic planning and contribute to wider strategic planning processes in the organization including the Annual Plan Management system (APMS).
- Work within WWF Pacific policies including HR, Finance, Communications & relevant donor policies.

V. Profile:

Required Qualifications:

- A degree in Economics, Fisheries or Trade or equivalent.
- A minimum of two (2) years working experience in sustainable seafood or related field.
- Sustainability experience preferred.
- Project Management skills desirable.

Required Skills and Competencies:

- Good organisational skills with experience in management.
- Ability to work with minimum supervision, both in the field and in the office.
- Excellent interpersonal skills.
- Ability to think innovatively.
- Strong versatile nature with the ability to commit to a team and also work independently.
- Flexible towards field and local travel assignments.
- Excellent written and spoken English.
- Demonstrated excellent PC-based computer skills, preferably with current Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Proficient with knowledge and expertise of appropriate technology for presentations.
- Proven experience delivering effective presentations to partners, stakeholders and potential donors.
- Good understanding of current issues having knowledge on environmental and conservation issues.
- Understanding of the Marine Stewardship Council (MSC) criteria and its application and/or Sustainability experience preferred.
- Experience with offshore fisheries management preferred.
- Knowledge of the Fiji Offshore Fisheries Management Act and its regulations, Western and Central Pacific Fisheries Commission and Conservation Management Measures desirable.
- Demonstrated experience working with Tuna fisheries private sector.
- Commit to participate in WWF's Health & Wellbeing programme as we strive for a healthier, happier and more productive workforce.
- Brings to life, WWF's Ways of Working which are: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly*.
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*.

VI. Working Relationships:

Internal:

WWF-Pacific:

- Develop a close professional working relationship with the Project Manager (Direct Report) ("Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji" Project) on all matters relating to specific project activity implementation, monitoring and reporting.
- The SFS Programme Manager in the absence of your supervisor.
- Nurture and maintain positive relationships with all WWF staff members.

WWF Network:

- Engage actively with WWF Network on relevant sustainable seafood matters.

External:

- Collaborate, co-ordinate and manage relationships with project partners and focal points including:

- Fiji Fishing Industry Association (FFIA) , Executive Officer/ Association President LEAD.
 - Fiji Ministry of Fisheries (MoF), Offshore Principal Fisheries Officer.
 - Fiji Maritime Academy (FMA), Head of Quality/Consultant Marine Engineering.
 - LEAD, Director.
- Nurture and maintain positive relationships with NGOs and government agencies that may be recipient stakeholders of this project.
 - Liaise with the private sector, fostering mutual co-operation towards the meeting of conservation goals.
 - Liaise and effectively manage contractors and consultants

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Reviewed by Supervisor: _____ Date: _____

Approved by Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____