



WWF-Pacific JOB DESCRIPTION

Position Title	:	Community-Based Fisheries Management (CBFM) Programme Manager
Department	:	Conservation
Location	:	Gizo, Western Province, Solomon Islands
Reports to	:	Solomon Islands Country Manager
Supervises	:	Community Facilitation Officer Partnership Development Officer
Date	:	August 2015

I. Organisational Background:

The WWF-Pacific is a prestigious and innovative regional programme delivering conservation of priceless biodiversity, climate change adaptation, and social and economic benefits to the Pacific region, one of the world's most valuable and picturesque natural and cultural treasure troves. It has a long established presence in the Pacific region, starting out of Australia in 1990 following which the Pacific Programme was initiated in Solomon Islands, Papua New Guinea, Fiji and later Cook Islands. It started in Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF-Pacific is legally registered as WWF-Pacific. However, to the WWF network we are known as WWF-Pacific Programme Office (PPO). Internally, each programme office is known as Fiji Country Programme Office, Papua New Guinea (PNG) Country Programme Office and Solomon Is (SI) Country Programme Office.

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF-Pacific embarks on a new 2016 to 2020 strategic plan. The new strategic plan will outline changes in the way WWF-PPO will operate, both in Conservation and Operation aspects.

The WWF-Pacific Solomon Islands Country Programme operates in two (2) of the world's most diverse coral reef areas, including the Coral Triangle and the Southwest Pacific. The Solomon Islands has very high endemism and is home to numerous flagship and footprint-impacted species. These oceanic islands also form part of the Solomons-Vanuatu-Bismarck Moist Forests and Bismarck Solomon Seas.

Since 1995, WWF-Pacific SI has worked with important stakeholders to further improve marine and forestry management in Solomon Islands. With a vision of *"The people of Solomon Islands managing their natural resources for food security, livelihoods, and a sustainable environment"*, WWF-Solomon Islands emphasizes the importance of Community Based Resource Management, guided by strong national and provincial legislation. As a result, WWF-Solomon Islands continues to develop good relationships with communities, community based organizations, government, and other non-government organizations.

There are two (2) main strategies under the WWF-Pacific Solomon Islands Strategic Plan: (1) Sustainable Fisheries and two (2) Sustainable Community Livelihoods.

II. Mission of the Programme / Department:

WWF-Pacific SI Vision: *"The people of Solomon Islands managing their natural resources for food security, livelihoods and a sustainable environment."*

"Olketa pipol lo Solomon Islands lukaotim gud olketa samting lo land an sea fo kaikai, wokim seleni, an gudfala place fo stap."

The SI RBM programme will be implemented using four (4) communities from Ghizo, Kolombangara, Rannonga and Vella Lavella in central Western Province. The primary conservation targets are coastal food resources (coastal food fish species, reef and nearshore pelagic sharks, humphead wrasse, marine turtles, sea-grapes, seaweed) and coastal/marine ecosystems (coral reefs, mangroves, seagrass beds and beaches). The human well-being targets include food security, livelihoods, women's empowerment and cultural and belief systems.

Long Term Goal: By 2030, the Western Province of Solomon Islands is implementing rights-based approaches to fisheries co-management resulting in the sustainable, fair and legal use of natural resources and improvement in food security and livelihoods.

Six (6) year goal: By 2021, the identified rights-based management approaches are being applied, monitored and adaptively co-managed by at least four central Western Province communities in collaboration with government, and are showing demonstrable social, ecological and economic results.

Three (3) year goal: By 2018, at least two central Western Province communities have agreed and initiated co-management of fisheries using rights-based management approaches that are supported by a strengthened Western Province Provincial Fisheries Division, resulting in improved status of coastal food fish resources.

The programme will take a stakeholder-oriented approach, with its Two (2) objectives focused around implementation of communities, wider stakeholders and government.

III. Major Functions

- Develops implements and manages the "WWF-Pacific Solomon Islands Small-Scale Fisheries Rights-Based Management Programme" ("CBFM Programme") to meet the programme goals and objectives.

- Leads, manages, provides technical direction and coordinates the CBFM Programme planning, day-to-day implementation activities, communications, monitoring and reporting according to WWF Programme Standards (http://wwf.panda.org/what_we_do/how_we_work/programme_standards/)
- Oversees the programme's financial management to ensure compliance with budget plans and procurement regulations.
- Manages WWF programme staff including work planning and performance assessments according to WWF internal policies and procedures.
- Networks and coordinates activities with partner communities, other stakeholders and partner agencies.
- Liaises with other WWF network staff and donors.

IV. Major Duties & Responsibilities

- Manages and implements the "WWF-Pacific Solomon Islands Small-Scale Fisheries Rights-Based Management Programme" ("*WWF-Pacific Solomon Islands Strongim Komiuniti Fisarisi Manejment Program*") to meet the programme goals and objectives under the supervision of the WWF-Pacific Solomon Islands Country Manager and in accordance with the WWF Programme Standards.
- Provides the scientific and professional technical direction to the CBFM programme directly and/or through partners, consultants or the WWF-Network.
- Develops and maintains oversight of the programme, including, but not limited to:
 - Work plan and deliverables
 - Staff assignments and team management
 - Budget and financial management
 - Communications, both internal and external
 - Monitoring and evaluation
 - Reporting
- Responsible for implementing standards and monitoring progress of the team against agreed criteria for the programme.
- Responsible for community and partner engagement and relations.
- Manages the team and other parties, including consultants.
- Develops the team and provides the necessary resources, technical leadership, mentorship, conflict resolution, capacity building and professional development.
- Contributes to the development of the team and individuals through the AIM performance system and provides advice on personal development.
- Takes responsibility for compliance with policies, conducting risk assessments and reducing hazards, including both office and field work (especially in relation to boating and diving activities).
- Oversees and promotes both internal and external communications.
- Develops effective mechanisms for communication among the project team (field staff, finance, communications, monitoring and evaluation, etc.) to ensure the team functions as a unit and is fully informed.
- Ensures Monitoring and Evaluation (M&E) requirements are met and lessons learnt are documented and used to inform on-going work planning and adaptive management practices.
- Ensures regular reporting and publication of results.

V. Profile

(a) Required Qualifications

- A relevant degree in an appropriate discipline or equivalent required: Marine resources management; Coastal fisheries management; Community-based management; Sustainable development.
- At least 3-5 years' experience in managing programmes and projects.

- Preferably at least 3 years' experience in multi-disciplinary and multi-stakeholder initiatives in the natural resources and community-based management fields, especially within Solomon Islands.

(b) Required Skills and Competencies

- Demonstrated ability to deliver projects on time and within budget.
- Demonstrated skills in the management, motivation and development of staff.
- Extensive knowledge and experience of rights-based fisheries management.
- Extensive knowledge and experience of community-based fisheries management, preferably within Solomon Islands.
- High proficiency in both written and spoken English and Solomon Islands' Pijin.
- Proven ability to handle uncertainty, manage high workloads, multi-task and prioritise work.
- Excellent communication and interpersonal skills.
- Experience in monitoring, evaluation and reporting.

VI. Supervisory Responsibilities

This position supervises:

- Community Facilitation Officer
- Partnership Development Officer
- Other CBFM Programme team members

VII. Working Relationships

Internal

WWF-Pacific:

- Works closely with the WWF-Pacific Solomon Islands: Country Manager, Finance Manager.

Works closely with the Ghizo field office coordinator, Marine Officer, Ghizo field office coordinator and field team and liaises with WWF-Pacific Fiji-based Communications Manager, HR and M&E staff and Marine Projects Manager (CBFM and coastal fisheries management technical advisor)

WWF-Network:

- WWF-Australia: Marine Projects Manager (RBM and coastal fisheries management technical advisor); communications staff
- WWF-CTP: Lead; communications officer
- WWF-NL: Senior Marine Advisor

External

- Builds and maintains relationships with the target communities and fishers.
- Builds and maintains relationships with key partners, NGOs, donors, scientific/academic bodies, national and provincial government agencies and private sector.

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

Prepared by Supervisor: _____ Date: _____

Accepted by Representative: _____ Date: _____

Accepted by Staff member: _____ Date: _____