



WWF Pacific

JOB DESCRIPTION

Position Title	Project Manager: “Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji” Project
Reports to	Programme Manager, Sustainable Fisheries & Seafood for Programme and Project Activity and Administrative Oversight - <i>Directly</i> WWF NZ, Fiji Project Coordinator for Project Activity Implementation Oversight – <i>Indirectly</i>
Supervises	Communications Officer (Projects) - for project specific Communications deliverables in collaboration with Communications Manager Sustainable Fisheries and Seafood Policy Officer (SFS PO) - for project specific activity deliverables Industry Liaison and Facilitation Officer - for project specific activity delivery, coordination and planning Contractors and Consultants
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 coordination with other departments and partners to mutual advantage.

III. Major Functions:

- Will lead and provide leadership in the implementation of the ***Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji” Project*** and is in charge of overall project delivery and implementation, resource allocation and management with oversight from WWF NZ Fiji Project Coordinator and WWF-Pacific Programme Manager, Sustainable Fisheries and Seafood (SFS).
- Will manage and co-ordinate with project partners, external and internal stakeholders including consultants to ensure implementation of project activities.
- Will chair the Activity Management Team and formally report on annual project progress and delivery to the Project Governance Group twice yearly.
- Will lead project planning, implementation and be responsible for the day-to-day direction and supervision of project line reports (direct/indirect) in the delivery of project activities with oversight and from WWF NZ Fiji Project Coordinator and WWF-Pacific Programme Manager, Sustainable Fisheries and Seafood (SFS).
- Jointly responsible with the Fiji Fishing Industry Association (FFIA), and in collaboration with the Fiji Ministry of Fisheries, support delivery of ***Output 1: Albacore and Yellowfin MSC certification in Fiji and adjacent high seas managed and audited*** by carrying-out effective stakeholder co-ordination, planning, implementation and allocation of resources. The project manager will provide overall leadership to the Industry Liaison and Facilitation Officer, Fisheries Officer – MSC Monitoring and the Communications Officer in the delivery of Output 1.
- Jointly responsible with the Fiji Maritime Academy (FMA), the Fiji Fishing Industry Association (FFIA) and in consultation with the Fiji Ministry of Fisheries, carry out effective co-ordination, planning, implementation and allocation of resources to ensure delivery of ***Output 2 : Bycatch resource manual and plan developed, and bycatch capacity developed***. The project manager will provide overall leadership to the Sustainable Fisheries and Seafood Policy Officer (SFS PO) and the Communications Officer in the delivery of Output 2.
- In collaboration with LEAD, provide support to Fiji’s Ministry of Fisheries and carry out effective co-ordination, planning, implementation and allocation of resources to ensure delivery of ***Output 3: Multi stakeholder platform established, and stakeholder capacity developed, to support Ministry of Fisheries***. The project manager will provide overall leadership to the Sustainable Fisheries Seafood Policy Officer (SFS PO) the Industry Liaison Officer and Facilitation Officer and the Communications Officer in the delivery of Output 3.

IV. Major Duties and Responsibilities:

Co-ordinate and guide overall project management

- Establish timelines for project management meetings, steering committee meetings and any other project related meetings. Co-ordinate participation and attendance (physically, by skype, by phone) and ensure the meetings are facilitated, minutes taken and action points followed up and implemented.
- Develop effective mechanisms for communication to manage and co-ordinate with

project partners, external and internal stakeholders including consultants to ensure implementation of project activities.

- Develop processes for regular sharing/compiling/reporting of activities and achievements towards high quality project reports and communication products.
- Budget management and reporting to WWF-Pacific and WWF-New Zealand.
- Ensure organisational level co-ordination and resource mobilisation.

Maintain oversight of the work-plan and deliverables

- Work with project staff to track progress towards outputs and outcomes.
- Ensure timely delivery and excellent presentation and content of technical and financial reports.
- Ensure that appropriate adaptive management actions are taken if the Project is not delivering against its outcomes or outputs, or if there are significant changes to personnel, budgets, the political situation, etc. Liaise with members of the Activity Management Team (AMT) on how any adaptive management measures should be cleared with, and reported to New Zealand Aid Programme.

Monitoring and evaluation (M&E), lesson learning and value for money (VfM)

- Ensure effective tools, systems and approaches are in place for evidence-based quantitative and qualitative reporting of outputs and outcomes.
- Make sure the systems or tools are being used adequately by staff to provide sufficient data and evidence of the right nature.
- Develop a learning protocol of questions and a learning culture among the project team where what works, what doesn't work and why, is understood and explored as second nature, allowing adaptive management and delivery as the project evolves.
- Establish body of evidence for the project's value for money. For instance one activity might require substantial investment of people's time and travel, but may have a wide-reaching impact. Another low cost activity may not make much change to the dynamic.
- Liaise with M&E, learning and VfM expertise to build processes and skills sets amongst staff if needed.

Internal and external communication

- Represent WWF Pacific with regards to the project as required e.g. meetings with New Zealand Aid Programme, New Zealand high commission, media, at conferences or events, etc.
- As Project Manager for this project, inform the Programme Manager SFS and WWF New Zealand Project Co-ordinator of relevant project developments (successes and problems) for communication to Activity Management Team (AMT) and New Zealand Aid Programme, the New Zealand High Commission, as media/web/other communication opportunities, as achievement in excess of expectation, or problems that could have a significant impact on timescales or delivery of a certain outputs/outcomes.
- If there are any capacity gaps in project implementation, advise Activity Management Team (AMT) where capacity needs to be built.

Contract compliance, monitoring and reporting

- Ensure that the project is being delivered in line with all contractual rules and regulations e.g. in reporting, audits, evaluations, procurements, visibility, protocols for media, intellectual property rights etc.
- Flag any issues arising where contract compliance has been overlooked to WWF Pacific and NZ so these may be addressed promptly and communicated to New Zealand Aid Programme if necessary.

Adherence to internal processes and procedures

- Ensure compliance with budget plans and procurement regulations.

- 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).

V. Profile:

Required Qualifications:

- A first Degree in Marine Science, Marine Affairs, Development Studies, Governance or relevant environmental science or social sciences. Post-graduate qualifications desirable.
- Minimum 6 years of project-management experience working in a related field, such as Tuna fisheries management, environmental conservation, sustainable development, or international development.
- Formal project management qualifications would be desirable.

Required Skills and Competencies:

- Excellent people skills, able to work effectively with a diverse team of people and build a unified team;
- Strong co-ordination and networking expertise, able to draw on the experience, skills of others rather than micro-managing, allowing support to the team in recognising opportunities for connecting the project with other events, platforms, people who can help elevate delivery and ensure the project's longevity and sustainability;
- Strong project management experience and organisational skills able to guide the project, ensure a high standard of delivery to New Zealand Aid Programme, and ensure that information flow among the team in WWF Pacific and WWF New Zealand is maintained.
- Experience of effective and successful project management of large public sector grants.
- Excellent verbal and written communication skills for representing the project at events and preparing first class reports.
- A strong monitoring, evaluation and learning background with expertise and processes for evidence-based reporting and building a learning and evaluation culture within WWF Pacific.
- An enthusiastic, creative, solutions-oriented personality able to energise the project team, think outside of the box in terms of solving problems and creating new ideas within the team.
- Experience of working in the Pacific region and Fijian context essential.
- Understanding of the Marine Stewardship Council (MSC) criteria and its application and/or Sustainability experience preferred.
- Experience with monitoring in fisheries preferred.
- Knowledge of the Fiji Offshore Fisheries Management Act and its regulations, Western and Central Pacific Fisheries Commission and Conservation Management Measures desirable.
- 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 Programme Manager Sustainable Fisheries & Seafood, Communications Manager, Finance Manager, Monitoring and Evaluation Officer and relevant Support staff engaged with this project.
- The Project Manager will provide overall leadership to the Industry Liaison and Facilitation Officer, Fisheries Officer – MSC Monitoring and the Communications Officer in the delivery of Output 1.
- The Project Manager will provide overall leadership to the Sustainable Fisheries and Seafood Policy Officer (SFS PO) and the Communications Officer in the delivery of Output 2.
- The Project Manager will provide overall leadership to the Sustainable Fisheries & Seafood Policy Officer (SFS PO), the Industry Liaison and Facilitation Officer and the Communications Officer in the delivery of Output 3.

WWF Network:

- Develop a close professional working and engage actively with WWF New Zealand's Fiji Project Co-ordinator.
- Engage with WWF Network as and when required by WWF-Pacific and WWF-NZ.

External:

- Collaborate, co-ordinate and manage relationships with project partners and focal points that are members of the Activity Management Team (AMT) including:
 - Fiji Ministry of Fisheries (MoF), Offshore Principal Fisheries Officer.
 - Fiji Fishing Industry Association (FFIA) , Executive Officer/ Association President.
 - Fiji Maritime Academy (FMA), Head of Quality/Consultant Marine Engineering.
 - LEAD, Director.
- Nurture and maintain positive relationships with NGOs, 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: _____

Accepted by Representative: _____

Date: _____

Accepted by Staff member: _____

Date: _____