



WWF-PACIFIC

JOB DESCRIPTION

Position title:	Sustainable Fisheries and Seafood (SFS) Policy Officer
Department:	Sustainable Fisheries and Seafood Programme (Conservation)
Reports to:	Project Manager “Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji” Project – <i>Directly</i> Programme Manager, Sustainable Fisheries & Seafood for SFS programme deliverables and oversight – <i>Indirectly</i>
Supervises:	Consultants/Interns/Volunteers (as required)
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:

- Support the SFS programme in the planning, administration and implementation of the "Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji" Project
- Carry out effective activity implementation to ensure delivery of Output 2: Bycatch resource manual and plan developed & implemented, and bycatch capacity developed.
- Support 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.
- Support to the Fiji Fishing Industry Association and contribute to the development of annual action plans and activities to meet conditions attached to the group's 2018 MSC certification for the Fiji albacore and yellowfin tuna longline fishery.
- Support to the delivery of Output 3: Multi stakeholder platform established, and stakeholder capacity developed, to support Ministry of Fisheries.
- Develop and manage relations with key fisheries, conservation and government actors in Fiji.
- Lead on the implementation of activities as assigned to his/her supervision, ensuring the monitoring of progress, evaluation of results and reporting to WWF and partners.
- Support the SFS programme in the planning, administration and implementation of co-financed/shared projects.

IV. Major Duties and Responsibilities:

- Support and oversee consultancy and ensure development of a bycatch resource manual
- Support project stakeholders to ensure bycatch training is implemented and monitored in collaboration
- Support development of specific bycatch mitigation plan (policy)
- Coordinate the development and implementation of a clear communications plan for the bycatch plan (policy) with relevant project stakeholders.
- Support the delivery of specific project monitoring, evaluation and reporting activities
- Support activation of a bycatch committee with relevant project stakeholders
- Support the development and promotion of a bycatch training course and bycatch resource manual with relevant stakeholders
- Support development of Plan of Action to address Marine Stewardship Council (MSC) certification and conditions with relevant stakeholders
- Support the establishment of a MSC stakeholder working group, and contribute to its function in particular support to meeting objectives set in the MSC client Plan of Action with relevant stakeholders
- Support implementation of the Plan of Action to ensure compliance with MSC conditions and monitor compliance.
- Support the promotion and development of Sustainable Supply Chains for Fiji MSC Tuna.

- Support the establishment of a multi-stakeholder/multi-agency fisheries platform/forum and ensure stakeholder capacity is developed.
- Organise and facilitate/lead relevant project meetings where requested.
- Work in collaboration with Communications Department in the facilitation of knowledge building and knowledge sharing and communications planning and implementation.
- Ensure high quality and timely project activity reporting

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:

- At least three to five years in experience in a marine or biodiversity related area, preferably within the Pacific Island region, with a background in project management, fisheries policy and field based experience.
- A Degree in Marine Science, Marine Affairs, Development Studies, Governance or relevant environmental science or social sciences

Required Skills and Competencies:

- Good organisational skills with experience in project management.
- Proven ability to work effectively with a range of partners.
- Ability to work with minimum supervision, both in the field and in the office.
- Excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
- Strong versatile nature with the ability to commit to a team and also work independently.
- Flexible towards field and local travel assignments.
- Demonstrated excellent PC-based computer skills, preferably with current Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Demonstrated ability in project management, particularly in relation to conservation.
- Demonstrated ability to work both independently and in a team, particularly in the implementation of cross-country activities and projects.
- Flexible approach and a willingness to work outside normal hours.
- Proven ability to work under pressure and meet strict reporting deadlines.
- Good command of both written and spoken English is essential.
- Sound networking and business engagement skills.
- Commits 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.
- Develop a close professional working relationship with The SFS Programme Manager for administrative and programme deliverables.
- Nurture and maintain positive relationships with all WWF staff members.
- Contribute to project and programme planning.

WWF Network:

- Engage actively with WWF Network on relevant conservation and project matters.

External:

- Nurture and maintain positive relationships with “Developing Sustainable and Responsible Tuna Longline Fisheries in Fiji” Project partners including the Fiji Fishing Industry Association (FFIA), The Fiji Ministry of Fisheries (MoF), The Fiji Maritime Academy (FMA) and WWF NZ.
- Nurture and maintain relationships with NGOs, private sector and government agencies that have conservation goals that are similar or complementary to those of WWF Pacific.

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: _____