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## **WWF PACIFIC**

### **JOB DESCRIPTION**

<b>Position title</b>	<b>:</b>	<b>Tuna Fisheries Policy Officer</b>
<b>Department</b>	<b>:</b>	<b>Conservation</b>
<b>Location</b>	<b>:</b>	<b>Madang, Papua New Guinea (PNG)</b>
<b>Reports to</b>	<b>:</b>	<b>Conservation &amp; Communications Specialist for day to day management</b>
<b>Technical Reports to</b>	<b>:</b>	<b>WWF Pacific Conservation Director</b>
<b>Supervises</b>	<b>:</b>	<b>Student Internships, Consultants (as required)</b>
<b>Hours</b>	<b>:</b>	<b>37.5 hours per week</b>
<b>Date</b>	<b>:</b>	<b>June 2015</b>

#### **I. Mission of the Programme:**

The Mission of the WWF Pacific Conservation Programme will be guided by the following Vision:

“A socially, economically and environmentally resilient Papua New Guinea, Solomon Islands and Fiji that guarantees a future for the extraordinary natural environment, livelihoods and cultural identity of the islands and their people”

The WWF Pacific Programme Office is embarking on the development of a new strategic plan for the period FY16-FY20. This new strategic plan will provide a basis for the way the WWF Pacific works, both in conservation and operational terms. 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.

#### **II. Major Functions:**

- Manages a portfolio of activities/projects that supports the three year project titled: “Improved national and regional sustainable tuna fisheries management capacity in the Pacific with a focus on the Parties to the Nauru Agreement (PNA) region”.
- The position coordinates and oversees the project implementation in Papua New Guinea and Solomon Islands, in accordance with contractual agreements provided by donors and network partners and working in collaboration with the WWF SI Tuna Fisheries Officer.
- Assist the WWF Pacific Conservation Director to deliver the Sustainable Fisheries and Seafood programme’s fundraising targets for WWF Pacific, and coordinates and supports the development of fisheries-related project proposals in PNG and Solomon Islands (SI).
- Management of project implementation, monitoring and reporting according to WWF conservation objectives and strategies and donor agreements.

- Budget planning and monitoring of financial management of project funds, with support of WWF PNG Conservation & Communications Specialist, to ensure compliance with budget plans and procurement regulations.
- Timely completion and adherence to work planning and performance assessments according to WWF internal procedures, assistance with recruitment of new staff members and compliance with WWF Anti-Fraud and Corruption Policy.
- Networking and coordination of activities with relevant stakeholders.

### **III. Additional Duties & Responsibilities**

- Be involved in strategic planning and contribute to wider strategic planning processes in the organization.
- Ensuring technical and scientific credibility throughout the project lifecycle to build WWF Pacific brand.
- Manage consultants undertaking project work including reviewing project reports and reporting on progress and findings to the WWF PNG Conservation & Communications Specialist.
- Work with the WWF PNG Conservation & Communications Specialist to secure and manage project funding approvals.
- Work with the team towards effective agreed objectives & work plans and hold one to one meetings to ensure effective project delivery.
- Participate openly and willingly in the AIM performance system.
- Take responsibility for conducting risk assessments and reducing hazards and compliance with policies for in work area and field.
- Work within WWF Pacific policies including HR, Finance, Communications & relevant donor policies.
- Make decisions or major changes in consultation with WWF PNG Conservation & Communications Specialist on matters regarding operational aspects of projects, work processes and technical support.
- Ensure written programmatic work is submitted to journals, congress and conferences abstracts, as agreed with the WWF PNG Conservation & Communications Specialist, to ensure wider take up of practice and lesson learning and build WWF Pacific brand.
- Consult with WWF PNG Conservation & Communications Specialist and/ or WWF Pacific Conservation Director regarding content to inform technical and policy positions for reports, campaigns and the media. Development of briefings
- Make decisions or major changes in consultation with WWF PNG Conservation & Communications Specialist and / or WWF Pacific Conservation Director on matters regarding operational aspects of projects, work processes and technical support.

### **IV. Profile**

#### **Required Qualifications**

- Advanced degree in marine resource management/marine biology or a related field as required, preferably related to the impact of fishing on the environment or equivalent fisheries management experience.
- At least five years of field experience in fisheries and/or fisheries policy development is required, with preference for experience in Papua New Guinea and Solomon Islands, PNA and Pacific Island region.

- Demonstrable experience in engaging industry and academic sectors related to fisheries.
- Experienced project manager in a complex environment, at a regional level.

### **Required Skills and Competencies**

- Demonstrated ability to work both independently and collaboratively with regional and international teams, particularly in the implementation of cross-country activities and projects.
- Extensive and demonstrable knowledge of marine capture fisheries and conservation strategies for sustainable fisheries management.
- Demonstrated ability in policy advocacy and extensive knowledge of fisheries policy/governance, or resource management at a national and preferably at a regional level.
- An understanding and insight into the regional political and socio/economic context in the Western & Central Pacific including the PNA
- Sound understanding and preferably practical experience of eco-labelling (include Marine Stewardship Council Certification) and Fisheries Improvement Project development
- Demonstrated ability in project management skills including project research & development, project planning, personnel management, monitoring and reporting, particularly in relation to conservation;
- Excellent interpersonal skills and a proven track record working with a multi-disciplinary team, including advanced experience in presentation and facilitation.
- Proven ability to work effectively with a range of partners in participatory approaches and in working with government counterpart agencies, NGOs, community-based organisations and regional fisheries organisations
- Culturally sensitive and an effective good communicator
- Proven track record of working to timelines and budget
- Proven ability to set priorities while working under minimal supervision
- Proven ability to work under pressure and meet strict reporting deadlines
- Possesses drive and initiative, with a proven ability to achieve objectives
- Excellent oral and written communication skills in English.
- Fluency in Tok Pisin is highly desired
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel and PowerPoint.
- Have flexible approach and a willingness to work outside normal hours
- Must be able to travel regionally and internationally
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined & Engaging.

### **V. Supervisory Responsibilities:** Student Internships and consultants (as required)

## **VI. Working Relationships:**

### ***Internal***

- Works closely with WWF PNG staff, WWF Solomon Islands Fisheries Officer; WWF Pacific Sustainable Fisheries and Seafood Programme staff, the WWF Network Initiatives working within the Region – Coral Triangle Programme, Smart Fishing and Global Shark Initiative.
- On a needs basis, works with Finance, Communications, M&E & HR to support fundraising, communication, reporting and capacity building.
- On a needs basis, works with WWF network staff to ensure an awareness of current actions and developments.

### ***External***

- Works in collaboration with staff of relevant donor organisations, PNG National Fisheries Authority, Pacific National Ministries of Fisheries and Environment, relevant District Governments, Industry stakeholders and partners; and collaborates with other partner organizations and agencies in Papua New Guinea and Solomon Islands as needed.
- Work with the WWF PNG Conservation & Communications Specialist and WWF Pacific Conservation Director to build and maintain relationships with key programme partners, NGOs, donors, CROP agencies, scientific/academic bodies, government and businesses.

This job description covers the main tasks to be delivered in the duration of this Contract 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.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_