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**JOB DESCRIPTION**

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| **Job Title:** | **COASTAL FISHERIES SOCIAL SCIENTIST** |
| **Division/Programme**  **and Section/Project (if any):** | Livelihoods unit of the Coastal Fisheries Science, Management and Livelihoods Section, Coastal Fisheries Programme (CFP), Fisheries, Aquaculture and Marine Ecosystems Division (FAME) |
| **Location**: | Noumea, New Caledonia |
| **Reporting to:** | Coastal Fisheries Sustainable Livelihoods Advisor [temporarily to CFSML Adviser] |
| **Number of Direct Reports:** | No direct report |
| **Purpose of Role**: | The job exists to provide social and demographic scientific and technical support and advice to governments, stakeholders and the private sector in planning and implementing value-chain activities, focusing on the social and community aspects and implications in developing livelihood activities. |
| **Date:** | February 2020 |

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| **Organizational Context and Organization Chart** |

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| **Key Result Areas (KRAs):** |

The position of Coastal Fisheries Social Scientist encompasses the following major functions or Key Result Areas:

* Assess social and demographic aspects of coastal fisheries to inform improvements in value-chains.
* Assess gender roles in coastal fisheries, development opportunities, fishing activities, marketing and seafood consumption patterns.
* Provide practical assistance to members in the designing and targeting of appropriate training, awareness raising and educational information.
* Promote internal and external inter-agency networking and cross-sectoral collaboration in bridging gaps and alleviating blockages in fisheries value-chains.
* Section administration and communication.

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA#1** **Assess social and demographic aspects of coastal fisheries to inform improvements in value-chains:**   * Undertakes social and demographic research on coastal fisheries and their associated uses and markets, while building on current activities within FAME and SPC more widely. * Reviews existing fisheries monitoring schemes involving socio-economic, market and creel surveys and assists with designing new schemes as appropriate. * Assists with training of fishers and fisheries officers to monitor and report fisheries production based on standardised methodologies and lessons learned. * Oversees the development and implementation of databases in support of data collection and monitoring systems for social and market aspects of coastal fisheries at various levels required (e.g., community; provincial, district, island; and national). * Conducts training of local staff in-country in all areas of social science data collection, the use of the database and data analysis for specific coastal fisheries that are being monitored. * Identifies gaps in training and information needs and availability so that specific programmes and systems can be developed and put in place to address these. * Ensures that all advice provided is in a simple, succinct and clear format for ease of understanding and application. | * Progress is made towards standardisation of data collection at the appropriate level for social, demographic and market aspects in coastal fisheries * Monitoring programmes at the appropriate level for fisheries monitoring schemes involving socio-economic, market and creel surveys are established where required and operational in line with annual work plan and country needs. * In line with the annual work plan and country needs, fisheries staff or other community or NGO enumerators are adequately trained to undertake socio-economic, market and creel surveys, data entry and data analysis. * Training and information gaps are identified with materials developed to address these. * Advice is provided and understood and applied by the recipients. |
| **KRA#2 Assess gender roles in coastal fisheries, development opportunities, fishing activities, marketing and seafood consumption patterns:**   * Undertakes fishery characterisation studies on catch, effort and economic performance of specific coastal fisheries with emphasis on women and youth. * Assesses the roles of men and women in coastal fisheries and associated value-chains to bridge gaps and alleviate blockages. * Undertakes assessments of development opportunities, fisheries usage and consumption. * Supports fisheries diversification to increase market opportunities and product quality control. * Supports resource sharing and promotes fisher collectives, in particular women’s groups. * Supports training in fisheries business management with women and youth as specific target groups. * Ensures participatory processes and stakeholder consultations with all activities undertaken. | * Better understanding of coastal fisheries and the roles of men, women and youth have along with market opportunities. * Better understanding of fisheries usage including seafood consumption patterns. * All stakeholders are included in consultations. |
| **KRA#3 Provide practical assistance to members in the designing and targeting of appropriate training, awareness raising and educational information:**   * In collaboration with the Fisheries Information Unit and other components of the PEUMP programme, develops materials such as training manuals, guidelines and other educational information * Provides input on social aspects to awareness raising and educational materials focused on livelihoods as well as community-based fisheries management to ensure sustainability. | * Manuals and guidelines are produced in line with annual work plan and country needs at specific levels (e.g., community; provincial, district, island; and national). * Materials are produced in line with annual work plan and country needs. |
| **KRA#4 Promote internal and external inter-agency networking and cross-sectoral collaboration in bridging gaps and alleviating blockages in fisheries value-chains:**   * Liaises and works with CROP agencies, PICT government staff, donor agencies, academic institutions, NGOs, CSOs, private sector and communities on social issues relating to coastal fisheries value-chains, and encourage collaborations. * Liaises and works closely with other component areas under the PEUMP programme and CFP, especially the PEUMP PMU Gender and Human Rights Specialist, Fisheries Economist, CF Scientists, and the Community-based Fisheries Management Officer. * Develops and promotes collaborations with other Divisions within SPC on issues such as food security, small-scale livelihoods, climate change adaptation, land resources, social development, and human rights, etc. | * Good working relationship with other organisations, NGOs and academic institutions, and effective and practical collaborations established. * Good collaborations with other FAME programme components maintained. * Input is provided to joint internal projects where a holistic approach is needed. |
| **KRA#5 Section administration and communication:**   * Assists the Sustainable Livelihoods Adviser, to develop the annual work plans and reports for the Unit/Section/Programme. * Maintains up to date corporate and administrative procedures, including training data for all activities undertaken. * Contributes where applicable to Programme, Divisional and Corporate publications, such as Fisheries Newsletters and PEUMP programme articles and reports. * Produces reports for all activities undertaken in the appropriate format for the activity including technical reports and trip reports, and input to funding proposals, donor reports. * Fills in for the Sustainable Livelihoods Adviser or other staff when they are on leave or duty travel, when required | * Annual work plans and reports for the Section are produced * All of the operations and activities undertaken are fully documented and all administrative tasks completed within the set deadlines. * Input or articles are provided for all programme, project, divisional and corporate publications within the set deadlines. * Reports are produced within two weeks of completing an activity. * Acting roles for the Sustainable Livelihoods Adviser or other staff are successfully fulfilled. |

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| The most challenging duties typically undertaken include:   * Trying to support appropriate standardised data collection and monitoring systems for social and market aspects of coastal fisheries with countries. * Trying to work with CROP agencies, government staff, donor agencies, academic institutions, NGOs, CSOs, private sector and communities involved in this area when many want to work in isolation using their own approaches. * Assisting with establishing purposeful monitoring programmes with local staff in country with them taking ownership and conducting the monitoring programme themselves. * Providing training in monitoring and data collection, data entry into database and data analysis with local staff, with them being competent in all areas after the training. * Providing better estimates of seafood consumption patterns, and the roles of men and women in coastal and community fisheries. * Better understanding of coastal fisheries and the roles of men, women and youth have along with market opportunities and seafood consumption patterns. * Working closely and in collaboration with other components of FAME to achieve joint outcomes, reporting, and strengthen linkages with other agencies. * Providing input to the development of national policies, moderating expectations, assessing social and economic feasibility of various coastal fisheries and identifying appropriate market opportunities through conducting value-chain analysis. |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**  Key external contacts are:   * CROP agencies, PICT government staff, donor agencies, academic institutions, NGOs, CSOs, private sector and communities. * Technical and development partners.  Consultants. | Negotiating, influencing and persuading, gaining cooperation, and reporting. |
| **Internal**  Key internal contacts are:   * FAME Director, Deputy Director (Coastal Fisheries), and other staff in FAME. * Staff from other technical sections within SPC, including Land Resources, Social Development, Regional Rights Resource Team, Climate Change and Environmental Sustainability, Geoscience, Energy and Maritime, etc.  Staff from other SPC administration sections, such as finance, human resources, publications, registry, etc. | Collaborating, explaining, gaining cooperation, resolving minor conflicts, and reporting |

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| Level of Delegation: |

# The position holder:

# Is a coastal fisheries social scientist in the SPC structure;

# Manages operational budgets when in the field of up to EUR 20,000 and accurately acquits on all expenditure;

# Communicates and collaborates with CROP agencies, PICT government staff, donor agencies, academic institutions, NGOs, CSOs, private sector and communities;

# Undertakes and leads in-country training and capacity building in social science and socio-economic monitoring, data entry and data analysis; supports the science team on market and creel surveys, data entry and data analysis; and

# Acts for other staff when needed.

Routine Expenditure Budget: *EUR 115,900 per year (PEUMP KRA 3.2 & 3.10)*

Budget Sign off Authority without requiring approval from direct supervisor: *EUR 2,000*

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| **Personal Specification:** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

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| Essential: | Desirable: |
| Postgraduate degree or equivalent experience in a social science, fisheries science or related development discipline. |  |

**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 8 years’ of direct experience relevant to social aspects of Pacific Island coastal and/or community fisheries. * Demonstrated capability for collaborating and working in an institution with integrated programmes and involving colleagues from several different countries and cultures. * Experience in establishing purposeful monitoring programmes, including household and socio-economic, market and creel surveys, that also disaggregate gender and youth information. * Understanding of current community-based fisheries management approaches, gender issues and human rights-based approaches, especially in the Pacific * Excellent communication skills in English (oral and written) with the capacity to engage with a variety of stakeholders and audiences (e.g., CROP agencies, PICT government staff, donor agencies, academic institutions, NGOs, CSOs, private sector and communities). * Proven ability to design, plan and facilitate workshops and other trainings. * Experience working with PC systems and MS Word, Excel, GIS, and PowerPoint software, and software programmes for data entry and management. * Willingness and demonstrated capacity to travel and undertake overseas assignments in SPC member countries, sometimes under difficult physical conditions. | * A working knowledge of SPC’s second official language (French). * Prior experience or involvement with socio-economic, market and creel surveys for fisheries and value-chain assessments. * Experienced with water transport on small boats. |

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Socio-economic, market and creel surveys and value-chain assessments and associated methodologies and data entry and analysis for coastal fisheries. |
| Advanced level | * Social issues likely to be encountered in coastal and community fisheries. * Analysis of social data for developing market opportunities, but also considering sustainability issues. |
| Working knowledge | * Crosscutting issues such as food security and climate change. * Gender, human rights-based approaches in coastal fisheries management. * Coastal fisheries policies and regulations including community-based fisheries management approaches. |
| Awareness | * Broader fisheries management and development issues. * Relevant social and economic issues in the Pacific. |

**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* + Change and Innovation
  + Interpersonal Skills
  + Teamwork
  + Promotion of Equity and Equality
  + Judgement
  + Building Individual Capacity

**Personal Attributes**

* + High level of professional integrity and ethics
  + Friendly demeanor
  + Demonstrated high level commitment to customer service

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| **Change to Job Description:** |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

Manager/Supervisor Date

Employee