



JOB DESCRIPTION

Job Title:	Technical Advisor Resilient Coastal Fisheries and Aquaculture (CFA) in Nauru (Adaptation Fund Project)
Division/Programme and Section/Project (if any):	Fisheries, Aquaculture & Marine Ecosystems Division (FAME)/ Coastal Fisheries & Aquaculture Programme (CFAP)
Location:	Suva, Fiji
Reporting to:	FAME Deputy Director (Coastal Fisheries and Aquaculture)
Number of Direct Reports:	Two (2)
Purpose of Role:	Within the Project Management Unit (PMU), the position is responsible for providing high-quality technical advice and project management across the CFA Nauru project.
Date:	March 2024

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures (<https://www.spc.int>).

The **SPC Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, SPC FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative livelihoods, hold significant potential. SPC FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine and aquaculture sectors.

SPC FAME is composed of three components: the Coastal Fisheries and Aquaculture Programme (CFAP); the Oceanic Fisheries Programme (OFP); and the Directors Office (DO). The SPC FAME CFAP provides science and technical support to PICT governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods. CFAP assists PICTs to develop scientifically informed and socially achievable coastal fisheries management policies and procedures. CFAP provides PICTs support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for governments, the private sector and other stakeholders. CFAP assists in developing

sustainable nearshore fisheries to provide for food security, sustainable livelihoods, economic growth, assist with climate change adaptation, and address new and evolving challenges to coastal fisheries and aquaculture in the region.

The Resilient Coastal Fisheries and Aquaculture (RCFA) in Nauru project is funded by the Adaptation Fund. The Pacific Community (SPC) has accessed the resources on behalf of the Government of Nauru (GoN) in its capacity as a Regional Implementing Entity and will manage project oversight and fiduciary controls in this role. The project will be executed by both 1) the Nauru Fisheries and Marine Resources Authority (NFMRA), and 2) the Fisheries, Aquaculture and Marine Ecosystems (FAME) Division of SPC.

The overall objective is to enhance the climate resilience of Nauru’s population through the creation of climate resilient and diversified domestic fisheries and aquaculture sectors, resulting in greater food security, nutrition, and ecosystem health under predicted climate change scenarios.

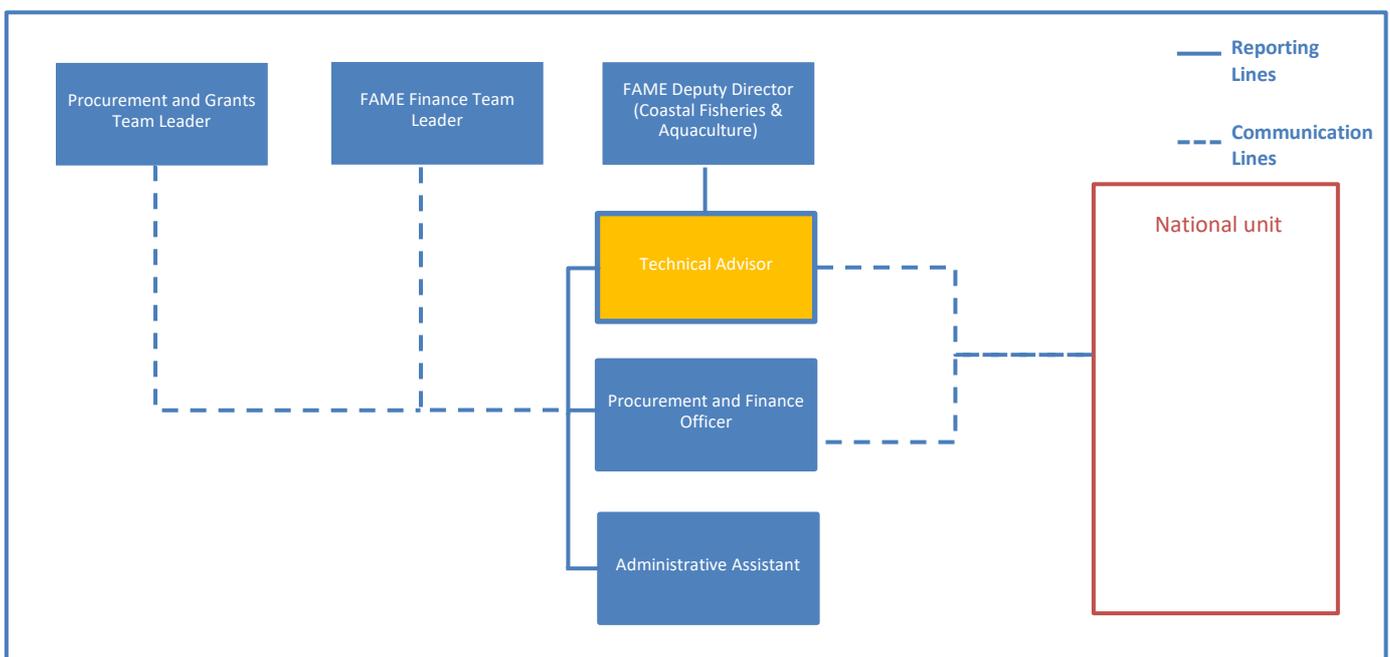
The project will utilize an integrated approach to natural resource management and utilization to address a number of long-standing barriers that have hampered the implementation of climate adaption solutions with regards to Nauru’s coastal fishers and aquaculture sectors. Through this integrated approach, the project will target three outcomes:

- Outcome 1: Strengthened policy and planning strategies together with increased technical ability of civil servants and communities enable an integrated approach to climate change and development challenges.
- Outcome 2: Improved food security and nutrition through increased farmed fish supply, increased adaptive capacity and income of aquaculture operators and reduced pressure on climate-vulnerable coastal and reef ecosystems.
- Outcome 3: Increased resilience of ecosystems and adaptive capacity of communities through availability of data and knowledge sharing mechanisms for adaption planning and environmental protection.

The project will be delivered by a team of skilled professional specialists hired under SPC’s FAME division, and the NFMRA.

NFMRA project staff will carry out the operational management of the project and the day-to-day implementation of the project activities. SPC’s project staff will carry out Direct Project Services to support the NFMRA in execution of the project. The support provided by SPC will be specific to two technical areas:

1. Procurement support for the project in compliance with SPC procurement policy, deemed compliant with Adaptation Fund standards.
2. Technical backstopping and advisory support for training and implementation of technical components in coastal fisheries and aquaculture sectors.



Key Result Areas (KRAs):

The position of Technical Advisor encompasses the following major functions or Key Result Areas:

KRA 1: Project management and supervision (40%)

KRA 2: Aquaculture and coastal fisheries advice and support (30%)

KRA 3: Ensuring quality stakeholder engagement for in-country activities. (15%)

KRA 4: Develop and support in-country capacity building. (15%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Project management and supervision (40%):</p> <ul style="list-style-type: none"> • Manage the implementation of project activities coordinated by SPC in relation to the project. • Work closely with the in-country Project Coordinator to ensure effective management of project timelines and finances. • Manage SPC project budget and deliverables, ensuring that project outputs are maximized, and impacts are monitored in accordance with the relevant schedules. • Lead the preparation of financial and narrative reports to donors and clients in a timely manner, including incorporating relevant information from the National Project Management Unit. • Contracting and supervision of consultants and service providers to conduct project activities effectively and efficiently. • Prepare and maintain the project's country-level implementation plan inclusive of budget on an annual basis. • Preparation of semi-annual schedules and budgets, and submission to relevant NSC body for approval. • Coordinate with contractors and suppliers for the timely delivery of equipment and materials. • Monitor project progress and ensure compliance with technical specifications and quality standards. • Support National M&E Officer in conducting appropriate functions. • Visit project sites as and when required to ensure scheduled project implementation. 	<ul style="list-style-type: none"> • Project activities conducted in a timely and effective manner with milestones met on time. • Strong working relationship and communication held with the in-country Project Coordinator. • Project budget is managed accurately and diligently with no ineligibles or underspend reported at the end of project. • All reports provided on time and accepted by the donor with minimal feedback. • Consultants and contractors required for project activities are hired in a timely manner and supervised accordingly to provide appropriate outputs to ensure activities are completed successfully. • Implementation plan is planned on an annual basis and implemented effectively. • Budgets are regularly updated and approved by the NSC. • Service provider contracts are managed effectively to ensure activities are conducted in a timely manner. • Project activities are carried out in alignment with national standards. • Communication with the national PMU M&E Officer is regular and narrative reports for the donor are submitted on time.
<p>KRA#2 Aquaculture and coastal fisheries advice and support (30%):</p> <ul style="list-style-type: none"> • Assess the needs of local stakeholders from a technical perspective and providing expert advice on implementation and feasibility. • Provide technical advice to National Project Management Unit (NPMU) related to aquaculture and coastal fisheries services in 	<ul style="list-style-type: none"> • Needs of communities and local stakeholders are considered and incorporated in to project activities to ensure maximum community and local organisation buy in. • The NPMU has relevant technical knowledge to conduct project activities accordingly.

<p>relation to Nauru’s requirements and the project scope.</p> <ul style="list-style-type: none"> • Coordinate and prepare technical documents, briefs, and strategic papers for the National Project Steering Committee (NPSC) and other relevant stakeholders to inform and advise on project progress and needs. • Ensure that technical best practices are incorporated into project implementation and service delivery and monitor the effectiveness of such practices. 	<ul style="list-style-type: none"> • Technical documents and briefs are provided to the NPSC in a timely manner. • Project activities are carried out effectively in alignment with best practice standards and ensure project impact is maximised.
<p>KRA#3 Ensuring quality stakeholder engagement for in-country activities (15%).</p> <ul style="list-style-type: none"> • Maintaining close liaison and coordination with regional, and national entities to ensure effective implementation of project activities. • Support the in-country Project Coordinator to convene the NSPC and national events for the project as relevant. • Prepare relevant documents in support of the project at NPSC. • Develop, support and resource national project coordination activities with the Project Coordinator (incl. stakeholder and community consultations). • Maintain a close collaboration with other related SPC FAME programmes to ensure incorporation of lessons learned. • Lead monthly communication and coordination meetings with the national PMU. • Engage in working groups, task forces and other technical committees. 	<ul style="list-style-type: none"> • Linkages between relevant entities operating the sector are engaged and relationships are maintained to maximize knowledge sharing and collaboration. • NPSC meets as scheduled and decisions provided in an appropriate time frame. • All documents required for NPSC meetings are provided in a timely and effective manner. • Communication internally within FAME is maintained, utilizing the extensive knowledge base gained from their operations.
<p>KRA#4 Develop and support in-country capacity building (15%)</p> <ul style="list-style-type: none"> • Lead or coordinate in-country technical training needs assessments. • Recruit and lead consultants in the development of training materials related to aquaculture and coastal fisheries. • Prepare briefs and presentations for meetings, and workshops on project activities and outputs. • Lead training in country with relevant stakeholders both at the government and the community level. • Lead assessment of relevant policies, regulations and frameworks or procedures and provide technical recommendations to enhance these. • Recruit and lead consultants to update relevant policies, regulations and frameworks or procedures. 	<ul style="list-style-type: none"> • Training needs assessments are carried out early in project implementation to advise training curriculum. • Consultants recruited on time and material produced is relevant. • Materials for meeting, workshops and trainings prepared efficiently. • In-country training is carried out in accordance with project milestones and are effective. • Polices, regulations and frameworks and procedures are strengthened to ensure sustainability of best practices post project.

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.

Most Challenging Duties Typically Undertaken (Complexity):

- Managing and advising on a complex project in Nauru remotely from SPC Suva in partnership with NFMRA
- Liaising and reaching consensual decisions with communities, emerging private sector and government.
- Implementing economic, sustainable, and robust technical solutions with constrained supply chains.
- Managing budgets, procuring as per SPC policies, and contracting resources.
- Providing capacity building and training to government, communities, and the private sector in a hands-on manner for aquaculture and coastal fisheries development.
- Producing reports and reviews based on existing and new information, for aquaculture and coastal fisheries development.
- Performing construction tasks in extreme tropical environments.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Adaptation Fund • Nauru national government agencies including national public cooperations. • Recipient communities. • Private sector and industry association contacts • Consultants, contractors and suppliers • The Commercial and Developmental financial sector. • Auditors 	<ul style="list-style-type: none"> • Correspondence and administrative requirements • Service provision and support • Provision of documents • Public relations • Collaboration and consultation
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • FAME Deputy Director and CFAP Division • FAME Finance team • SPC Grant and Procurement team • Project Management Unit • Climate Finance Unit • SPC HR, Finance, Administration, Publications, ICT, and Procurement staff 	<ul style="list-style-type: none"> • Assisting with project administrative requests and needs. • Tracking budget expenditure, contract variation/closures, travel requests.

Level of Delegation:

- Routine expenditure budget: Manages up to EUR 1.5M per year
- Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000 (as per SPC Delegations policy)

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Master's degree in aquaculture and/or fisheries development. 	<ul style="list-style-type: none"> Project Management qualification. Technical certifications in aquaculture and/or fisheries development.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 10 years practical experience in aquaculture or coastal fisheries development. At least 4 years demonstrated experience in project management. Demonstrated experience in managing multi-disciplinary teams. Experience in developing and tracking budgets, and in financial management Experience with working with communities and governments in developing countries. Experience with interacting with and presenting information to government departments and communities. Experience in writing reports, reporting against project work plans and managing expenditure. Excellent skills in cross-cultural communication and forming teams with people with diverse cultural and educational backgrounds. 	<ul style="list-style-type: none"> Experience with working in a Pacific Island Fisheries Department. Working knowledge of SPC's official languages of English and French. Experience in aquaculture system design and construction. Experience in coastal fisheries development technologies. Experience with aquatic biosecurity. Experience in aquaculture farm or facilities management. Experience in quantity surveying.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> Aquaculture and coastal fisheries planning and policy development. Effective cross-cultural communication and conflict resolution. Project and budget management.
Advanced level	<ul style="list-style-type: none"> Aquaculture farm management, biomass estimation and feeding. Aquatic biosecurity and disease management. Coastal fisheries technology deployment.
Working knowledge	<ul style="list-style-type: none"> Boat handling Laws and regulations for coastal fisheries and aquaculture. Occupational health and safety. Mechanical, Electrical and Plumbing (MEP) systems. Animal ethics.
Awareness	<ul style="list-style-type: none"> Relevant social and economic issues in the Pacific. SPC Regulations and Policies

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 demeanour
- Demonstrated high level commitment to customer service

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.