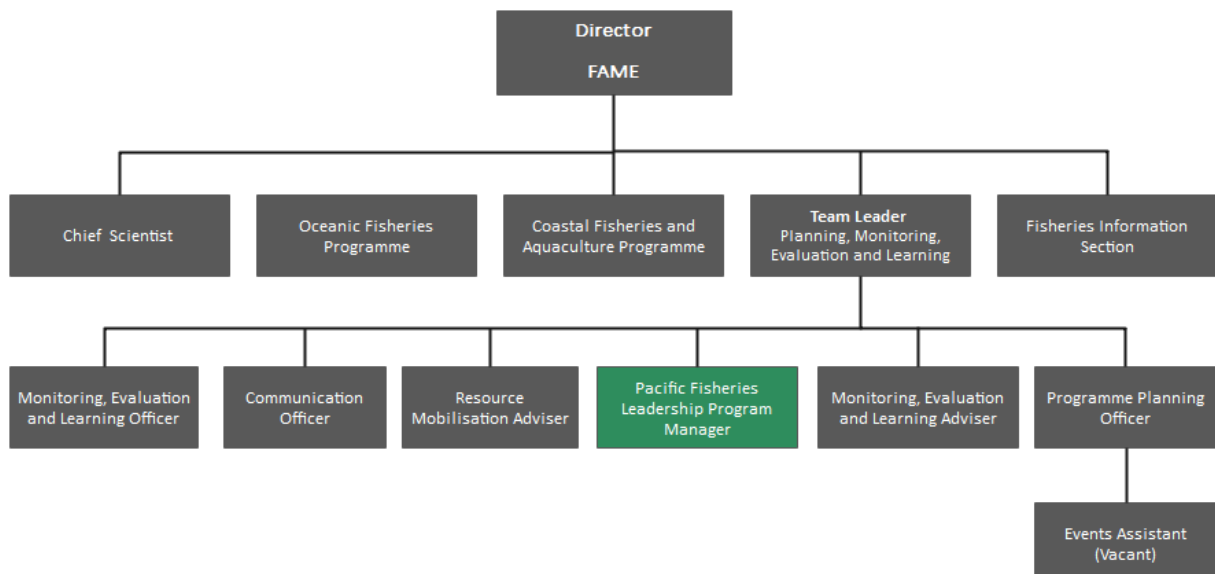




**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Programme Manager – Pacific Fisheries Leadership Programme (PFLP)</b>
<b>Work Unit:</b>	<b>FAME (Fisheries, Aquaculture and Marine Ecosystems) Director’s Office</b>
<b>Location:</b>	Noumea, New Caledonia
<b>Responsible To:</b>	Team Leader - Planning, Monitoring, Evaluation and Learning (FAME)
<b>Responsible For:</b>	0
<b>Job Purpose:</b>	Responsible for facilitating procurement of the design and implementing partner. The Programme Manager will be responsible for the day-to-day strategic management, including planning, budgeting and reporting, to ensure activities are implemented in close consultation with key stakeholders, including regular engagement with PFLP’s Community of Practice (engaged participants) new Contractors, Implementing Partners of MFAT’s Sustainable Pacific Fisheries (SPF) Programme, the Pacific Islands Forum Fisheries Agency (FFA) and the donor, MFAT. The PFLP Team Leader’s focus will be predominantly on specialised technical leadership, strategic coordination and collaboration with the Sustainable Pacific Fisheries Programme Coordinator and the implementing partners.
<b>Date:</b>	August 2024

**Organisation Context:**



## Key Result Areas:

The position of **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** encompasses the following major functions or Key Result Areas:

- 1. Lead the competitive procurement and contracting process to transition from PFLP Phase I to Phase II, support establishment and implementation of governance mechanisms (20%)**
  - 1.1. Lead the competitive procurement process, which will include liaising with key stakeholders for the technical assessment panel (SPC FAME, FFA and MFAT), working closely with the Procurement Unit in the lead up to the Procurement Committee, and ensuring new contracting arrangements are established to maintain a maximum amount of flexibility to align with PFLP's adaptive management approach.
  - 1.2. Work with key stakeholders (both within SPC FAME and externally, e.g. implementing partners and contractors) to establish the governance and leadership advisory mechanism for PLFP Phase II. This includes drafting the Terms of Reference for the Governance Committee, chairing meetings and providing secretariat support as required to establish and maintain strong partnerships. Drawing on lessons from Phase I, the governing body for PLFP Phase II will ensure implementing partners/contractors are coordinating and collaborating with one another to enable leadership activities to be aligned with PFLP's adaptive leadership methodology.
- 2. Provide practical day-to-day management of the full range of activities, budget, components, logistics and stakeholders of the Programme (PFLP 2) (30%)**
  - 2.1. Provide practical day-to-day management of the full range of activities, components, logistics and stakeholders of the programme.
  - 2.2. Provide efficient financial support including budget management of activities and financial management of consortium members to ensure the delivery of activities and intended outcomes of the work plan.
- 3. Take responsibility for the strategic management processes of the programme including the adaptive management approach, developing new leadership related offerings, and engaging with the leadership governing committee and the donor partner (New Zealand Ministry of Foreign Affairs and Trade). (30%)**
  - 3.1. Work closely with key stakeholders and delivery partners(s) to develop the Annual Workplan for PFLP Phase II. This will be continuously refined based on real-time learnings and adaptations.
  - 3.2. Represent and promote the programme and liaise effectively and closely with all stakeholders of the programme to build trust and confidence, including regular engagement with participants, fisheries agencies, hosting organisations, training venues and the donor partner (New Zealand Ministry of Foreign Affairs and Trade).
- 4. Support communication and overall oversight of monitoring, evaluation, learning and adaptation for PFLP including regularly compiling MEL information for implementing partners, writing reports as required by SPC and Donors and disseminating knowledge and information through appropriate media (20%)**
  - 4.1. Support communication and overall oversight of monitoring, evaluation, learning and adaptation in the programme, including regularly compiling MEL information for implementing partners, writing reports as required by SPC, and donors and disseminating knowledge and information through appropriate media channels.

*The requirements in the above Key Result Areas are broadly identified below.*

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p><b>1. Lead the competitive procurement and contracting process to transition from PFLP Phase I to Phase II, support establishment and implementation of governance mechanisms (20%)</b></p> <ul style="list-style-type: none"> <li>• Liaise with key stakeholders for the technical assessment panel</li> <li>• Work closely with the Procurement Unit in the lead up to the Procurement Committee.</li> <li>• Ensure new contracting arrangements are established to maintain a maximum amount of flexibility to align with PFLP’s adaptive management approach.</li> <li>• Work with key stakeholders (both within SPC FAME and externally, e.g. implementing partners and contractors) to establish the governance and leadership advisory mechanism for PLFP Phase II.</li> <li>• Drawing on lessons from Phase I, the governing body for PLFP Phase II will ensure implementing partners/contractors are coordinating and collaborating with one another to enable leadership activities to be aligned with PFLP’s adaptive leadership methodology.</li> </ul>	<ul style="list-style-type: none"> <li>• The Request for Proposal (RFP) is launched for the Implementation Partner(s) for PFLP Phase II.</li> <li>• A robust and transparent technical assessment panel has been conducted to select the preferred Contractor(s), ensuring MFAT and FFA are also represented.</li> <li>• The Procurement Committee process is completed to enable the award of contract(s).</li> <li>• Contract(s) with delivery partner(s) are awarded, ensuring flexibility in line with the adaptive management approach required for PLFP Phase II.</li> <li>• Drafting the Terms of Reference for the Governance Committee, chairing meetings and providing secretariat support as required to establish and maintain strong partnerships.</li> </ul>
<p><b>2. Provide practical day-to-day management of the full range of activities, budget, components, logistics and stakeholders of the Programme (PFLP 2) (30%)</b></p> <ul style="list-style-type: none"> <li>• Develop Annual Workplan in close consultation with key stakeholders and delivery partner(s).</li> <li>• Coordinate the programme, including regular open and active communication.</li> <li>• Establish and maintain internal protocols on information and document management, risk management, training and development and other team management processes. This includes PFLP Phase II project management and CRM software packages.</li> <li>• Liaise with and build strong working relationships with administrative support areas in SPC to ensure smooth procurement and financial management.</li> <li>• Plan logistics for all workshops and events from start to finish, according to requirements, objectives and intended impact on the target audience.</li> <li>• Coordinate all aspects of meetings and workshops (for example, promotion, venue, catering, signage and displays, travel, teleconference, audio visual equipment, interpretation, printing). This includes facilitating the technical elements of virtual workshops (e.g. Zoom).</li> <li>• Provide efficient financial support including budget management of activities and financial management of consortium members to ensure the delivery of activities and intended outcomes of the work plan.</li> <li>• Manage the PFLP budget and provide regular (monthly) updates to the SPC FAME Team Leader.</li> <li>• Ensure compliance with all relevant SPC finance and procurement policies and practice.</li> <li>• Manage payment and expenses relating to PFLP consortium members, with support from a part-time PA.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Workplan developed.</li> <li>• Delivery of leadership activities under PFLP Phase II commences as soon as possible (to enable a seamless transition between Phase I and Phase II).</li> <li>• Internal processes, protocols and management processes are working effectively and PFLP is operating efficiently.</li> <li>• They have developed skills in project management and CRM software chosen to manage PFLP and oversee the programme’s management using these systems.</li> <li>• They are active in building and modelling a positive ‘can do’ culture in PFLP to reflect the learning and framework that takes place in the programme.</li> <li>• They have constructive working relationships and consistent communication and information flows between the PFLP team, other stakeholders and relevant areas of SPC.</li> <li>• Meetings, events and workshops are effective with continued improvement during the life of the programme.</li> <li>• The budget is clearly understood and managed by the post-holder and monthly updates are provided to the SPC FAME Finance Team Leader, and regular updates are provided to the MEL Team Leader (FAME).</li> <li>• Payments and expenses are managed in a timely fashion.</li> <li>• SPC financial policies and procedures are complied with.</li> <li>• Required reports are provided in appropriate formats and on schedule.</li> </ul>

<p><b>3. Take responsibility for the strategic management processes of the programme including the adaptive management approach, developing new leadership related offerings, and engaging with the leadership governing committee and the donor partner (New Zealand Ministry of Foreign Affairs and Trade). (30%)</b></p> <ul style="list-style-type: none"> <li>• Work closely with key stakeholders and delivery partners(s) to develop the Annual Workplan for PFLP Phase II.</li> <li>• Represent and promote the programme and liaise effectively and closely with all stakeholders of the programme to build trust and confidence, including regular engagement with participants, fisheries agencies, hosting organisations, training venues and the donor partner (New Zealand Ministry of Foreign Affairs and Trade).</li> <li>• Take responsibility for the strategic management process and direction of PFLP for the final 2 years of the current phase and developing a strategic proposal for MFAT for a subsequent phase.</li> <li>• Oversee the evolution of the adaptive management approach to PFLP including learning from other programmes from within SPC and from the wider development practitioners.</li> <li>• Liaise with key stakeholders of PFLP Phase II and MFAT, coordinate the development and delivery of new leadership initiatives and pilots relevant to Pacific fisheries such as the continuation of the PSM and SPG pilot jointly proposed by MFAT and FFA.</li> <li>• Liaise with all implementing partners and stakeholders within and beyond SPC FAME, - on a regular basis including coordinating regular leadership advisory committee meetings and regular updates.</li> <li>• Engage with all participants in the programme as the main point of regular contact.</li> <li>• Manage relationships with service providers such as workshop venues etc. to ensure good value for money and fit for purpose service.</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptive management approach and process in PFLP demonstrates key area of evolution and continue to be referenced. as good practice by MFAT.</li> <li>• At least two pilot initiatives in PFLP continue to maintain momentum started under Phase, within the first year of Phase II implementation.</li> <li>• PFLP Leadership Advisory Committee meetings and MFAT meetings are coordinated effectively.</li> <li>• Lessons from Phase I are actively integrated into the management and strategic direction of Phase II.</li> <li>• Adaptive management approach and process in PFLP demonstrates key area of evolution and continue to be referenced. as good practice by MFAT.</li> <li>• The key stakeholders understand and support PFLP</li> <li>• Relationships with stakeholders, suppliers, workplaces and participants are sufficiently robust that difficult issues can be discussed without threatening the relationships.</li> <li>• The relationship management aspects of PFLP are recognised as of high quality</li> <li>• CRM is used effectively to monitor and analyse the relationships.</li> </ul>
<p><b>5. Support communication and overall oversight of monitoring, evaluation, learning and adaptation for PFLP including regularly compiling MEL information for implementing partners, writing reports as required by SPC and Donors and disseminating knowledge and information through appropriate media (20%)</b></p> <ul style="list-style-type: none"> <li>• Work closely with the SPC FAME MEL Team (the SPF MEL Officer) to ensure a robust and coordinated approach to the MEL is implemented.</li> <li>• Utilise MEL information being generated within the Programme to compile regular updates for stakeholders and implementing partners to inform ongoing learning and adaptation within the Programme.</li> <li>• Drafting and transmitting correspondence (official/unofficial) for both internal and external communication.</li> <li>• Work closely with the FAME Communications Officer, as well as the SPC Communications team where required on formal communications.</li> <li>• Regularly use social media to promote the programme and disseminate relevant and purposeful communication, including to recruit participants.</li> <li>• Develop learning and performance stories and reports for the SPC learning and results reporting process</li> <li>• Develop reports and communications for the stakeholders, Conferences and MFAT.</li> </ul>	<ul style="list-style-type: none"> <li>• With support from the MEL Officer and Communications and Knowledge Officer.</li> <li>• They are regularly communicating on social media in an effective manner.</li> <li>• Oversight in the generation of clear evidence to inform programme adaptation.</li> <li>• Official correspondence is drafted.</li> <li>• SPC learning and results reporting, and other MEL requirements are met.</li> <li>• Reports are delivered on time.</li> <li>• There is a good sense of progress in the MEL area on this programme.</li> </ul>

**Note**

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

**Work Complexity:**

- Strategic coordination and communication with stakeholders at all levels including the PFLP Consortium, Heads of Fisheries, MFAT, suppliers and participants.
- High workloads requiring multi-tasking in an often-intense environment for time and attention.
- Communicating effectively to ensure appropriate engagement with SPC stakeholders. Ensuring the successful promotion, monitoring and delivery of all leadership development activities of PFLP.
- Ensuring the successful delivery of all logistical, administrative and communications arrangements relevant to the successful effective delivery of PFLP.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> <li>• Delivery partner(s)/contractors of leadership development services</li> <li>• MFAT’s Sustainable Pacific Fisheries (SPF) Implementing Partners – FFA, MPI, WCPFC</li> <li>• Donor: MFAT</li> <li>• Participants</li> <li>• Fisheries agencies across the Pacific</li> <li>• Leadership Advisory Committee</li> <li>• Venues and Suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• One-to-one engagement</li> <li>• Regular work contact</li> <li>• Information sharing</li> <li>• Logistics and event management</li> <li>• Administrative and procurement work</li> <li>• Negotiation</li> </ul>
<p>Internal</p> <ul style="list-style-type: none"> <li>• FAME Director and Team Leader, PMEL and MEL Adviser, OFP Deputy Director</li> <li>• Other team members within FAME including the Communications Officer and Interns</li> <li>• Other corporate relationships (SPL, OMD)</li> <li>• SPC-wide project management and MEL staff and focal points</li> </ul>	<ul style="list-style-type: none"> <li>• Information sharing</li> <li>• Liaising, facilitating and arranging financial, administrative and travel items</li> <li>• Organising workshops and meetings, including Financial, administrative and procurement work</li> </ul>

**Level of Delegation:**

The position holder:

- Routine Expenditure Budget: routine expenditure budget: 7.5 million NZD over four years
- Budget Sign off Authority without requiring approval from direct supervisor: 50 €

**Person 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**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Specialised degree in Development / Business Administration / Finance / Event Management / Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Master’s degree in Development / Business Administration / Finance / Event Management / Evaluation</li> </ul>

**Knowledge / Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 10 years-experience in a related field of work, at an increasing level of responsibility, for example, in programme or project management, business administration/Monitoring and Evaluation or event management preferably in a Pacific context.</li> <li>At least 2 years’ experience managing projects directly in fisheries or in leadership development.</li> <li>Demonstrated experience in the strategic leadership of projects and oversight of delivery.</li> <li>Demonstrated experience of effective liaison with senior representatives of key stakeholders such as donor agencies, directors of agencies, heads of fisheries.</li> <li>Demonstrated experience managing budgets with a good understanding of performance and planning processes.</li> <li>Demonstrated capacity to efficiently and effectively organise high level meetings and workshops</li> <li>Monitoring Evaluation and Learning Experience and familiarity with key principles.</li> <li>Demonstrated understanding and experience in the aid and international development sector in the Pacific</li> <li>Exceptional communication skills, including excellent written and spoken English and the ability mobilise and engage people.</li> <li>Demonstrated capacity to work with people from different technical skills and cultural backgrounds.</li> <li>Significant Pacific experience.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and experience of applying Monitoring, Evaluation and Learning approaches in Adaptive Management projects</li> <li>Familiarity or experience in working in fisheries, science or natural resource management.</li> <li>Strong analytical and problem-solving skills.</li> <li>Participated in a PFLP course.</li> <li>Experience in facilitating workplace attachments or similar</li> <li>Working knowledge of French</li> <li>National of a Pacific Island country or territory.</li> </ul>

## Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level (note, some will not be expected on commencement):

Expert level	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Budget and administration skills</li> <li>• Microsoft Office suite</li> <li>• Organisational skills</li> <li>• People skills, emotional intelligence</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Programme leadership skills</li> <li>• Senior relationship management skills</li> <li>• SPC policies and procedures</li> <li>• Customer Relationship Management Skills</li> <li>• Workshop planning</li> <li>• Online platforms (such as Zoom) and PFLP Project Management software</li> <li>• Monitoring, Evaluation and Learning applied to Adaptive Management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Familiarity with key technical terms relevant to the fisheries sector</li> <li>• Workplace attachments</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• French</li> </ul>

## 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

- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organised, dependable and honest