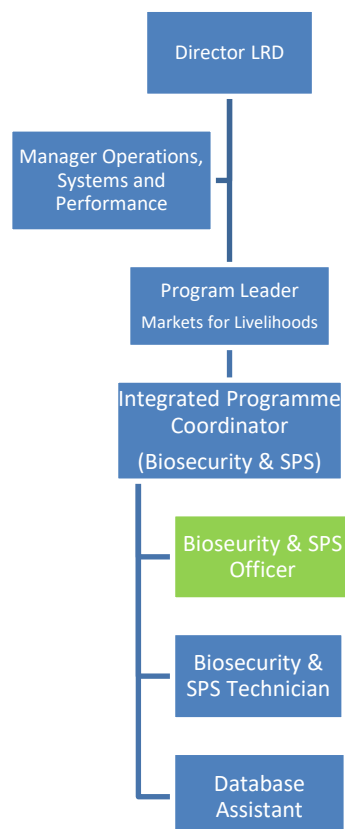




JOB DESCRIPTION

Job Title:	Biosecurity, Sanitary and Phytosanitary Officer
Division/Project:	Land Resources Division / Biosecurity & SPS team – SAFE Pacific Project
Location:	Suva, Fiji
Reporting to:	Integrated Programme Coordinator (Biosecurity, Sanitary and Phytosanitary Standards)
Direct Reports:	0
Purpose of Role:	The Biosecurity and SPS Officer will provide timely technical support and services in Biosecurity and Sanitary and Phytosanitary matters at country and regional level. Specifically, the role entails the provision of services on request by the member countries and documentation and dissemination to partners and stakeholders through existing knowledge platforms.
Date:	May 2021

Organisation Chart



Vision:

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

Organisational Context

LRD’s goal is to assist the Pacific Community to improve food, nutritional and income security and sustainable management and development of land, agriculture and forestry resources in a sustainable way and to reach out at local, national, regional and international level to serve its members. This goal is directly linked to SPC’s vision for a secure and prosperous Pacific Community whose people are educated and healthy and manage their resources in an economically, environmentally and socially sustainable way.

Key Result Areas (KRAs):

The position of the **Biosecurity, Sanitary and Phytosanitary Officer** encompasses the following major functions or Key Result Areas:

KRA 1: Technical support to countries – Liaise with focal points in the Pacific Plant Protection Organisation member countries for a coordinated approach on Biosecurity & SPS Training.

KRA 2: Research and Development (R&D) – Carry out Research with Private and Academic institutions on Biosecurity and SPS issues that are critical for member countries to give the level of assurance needed for market access export requests on SPS.

KRA 3: Communication and Information Dissemination – Facilitate tracking of implementation program of program activities. Ongoing coordination and timely feedback to Member countries on technical reports and support relating to Biosecurity threats and trade issues relating to SPS.

KRA 4: Programming and Coordination – Support the Integrated Programme Coordinator (Biosecurity, Sanitary and Phytosanitary Standards) in the programming, development and delivery of the Biosecurity & SPS work plans.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Technical support to countries</p> <ul style="list-style-type: none">• Liaise with focal points in the Pacific Plant Protection Organisation (PPPO) member countries for a coordinated approach on Biosecurity & SPS training.• Provide training on Sea Container Hygiene Standards (SCHS), Australian Accredited Fumigation Standards (AFAS) and other International Standards of Phytosanitary Measures (ISPM’s).• Provide technical assistance and advice on Pest Risk Assessments is provided in relation to Market Access on SPS.• Provide technical assistance and advice on Biosecurity and SPS non-compliance issues.	<ul style="list-style-type: none">• Biosecurity Services in countries capacitated successfully on Sea Container Hygiene Standards (SCHS), Australian Accredited Fumigation Standards (AFAS) and other International Standards of Phytosanitary Measures (ISPM’s).• Pest Risk Assessments is provided to countries in relation to Market Access on SPS.• Improvement on Biosecurity systems and SPS compliance in countries.

<p>KRA 2: Research and Development</p> <ul style="list-style-type: none"> • Carry out coordinated Research in collaboration with Private and Academic institutions on Biosecurity and SPS issues that are critical for member countries to give the level of assurance needed for market access export requests on SPS. • Coordinate field testing and research on available Early Warning Systems and ordering and safe keep of lures and traps that will be send out to member countries on request. • Provide Biosecurity and SPS technical reports on R&D engagements and outcomes with Member countries on engagements with academic stakeholders and Private/ Public stakeholders. • Attend national and Regional meetings and provide technical support in R&D on Biosecurity & SPS related issues. 	<ul style="list-style-type: none"> • Appropriate Early Warning Systems established and operationalized in countries. • Strengthened engagement with research, academia and relevant stakeholders on R&D related to biosecurity and SPS. • Contributions have been to a sustainable impact pathway. • Technical support in R&D on biosecurity & SPS related issues provided to member countries.
<p>KRA 3: Communication and information dissemination</p> <ul style="list-style-type: none"> • Facilitate tracking of implementation program of program activities. • Provide ongoing coordination and timely feedback to Member countries on technical reports and support relating to Biosecurity threats and trade issues relating to SPS. 	<ul style="list-style-type: none"> • Media products on SPS and Biosecurity are timely produced and made available. • Attend national and regional meeting on Biosecurity and SPS and essential feedback and communication on meeting reports to the Integrated Programme Coordinator (Biosecurity & SPS) • Ongoing support and technical advice to other 3 pillars in SPC LRD on Biosecurity and SPS. • Coordination and communication with other teams on potential Pest Alerts for priority pests of concern for the region.
<p>KRA 4: Programming and Coordination</p> <ul style="list-style-type: none"> • Support the Integrated Programme Coordinator (Biosecurity, Sanitary and Phytosanitary Standards) in the programming, development and delivery of the Biosecurity & SPS work plans. • Ongoing coordination with team members on the regional meeting logistics and feedback reports from member countries. • Assist Pillar teams on relevant Biosecurity and SPS issues as and when required. 	<ul style="list-style-type: none"> • Biosecurity concerns from the Pacific Region are brought to the attention of the PPO Secretariat and SPS advisor. • Reports are compiled on issues and activities on a quarterly bases and submitted and discussed with the Integrated Programme Coordinator (Biosecurity & SPS) • Other duties as directed by the Integrated Programme Coordinator (Biosecurity & SPS) on providing assistance to team members in the collation of information for member countries, SPC and also on donor reporting.

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):

<p>Management and Planning / Research and Development:</p> <ul style="list-style-type: none"> • Coordination and implementation of assigned activities under tight deadlines • The ability to apply the needed technical skills to manage response to non-compliance issues on Biosecurity and SPS and feedback and the interactions between partners • Research and Development and Information management and communication with diversity of stakeholders
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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"> • SPC member countries and territories • Ministries of Agriculture and Forestry Services focal points • National Plant Protection Organisation focal points (NPPO's) • Regional and national networks • Donors and development partners • Research for development partners • Crop Agencies and other regional bodies and associations 	<ul style="list-style-type: none"> • Research & Development on Biosecurity and Non- Compliance issues on SPS. • Provide Technical advice and support to Member countries on Early Warning Systems (EWS); Early Detection and Rapid Response (EDRR) on exotic pest and disease incursions. • Training for Pacific Plant Protection Organisation (PPPO) member countries on Sea Container Hygiene Standards (SCHS), Australian Accredited Fumigation Standards (AFAS) and other International Standards of Phytosanitary Measures (ISPM's).
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • LRD staff (technical and operations) • SPC Operations Management Division (Finance, Procurement, ICT, etc) • Other technical Divisions as required 	<ul style="list-style-type: none"> • R&D and sharing of information and scientific data • Integrated approach to implementation of cross cutting programmes • Joint planning, implementation and reporting

Level of Delegation:

The position will not manage any budget or staff

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

Essential:	Desirable:
<ul style="list-style-type: none"> • A degree in a relevant field such as agricultural science, plant protection or biosecurity 	<ul style="list-style-type: none"> • Demonstrated experience in a similar role

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years work experience in a similar field or line of work with government, NGOs or regional organisations • Demonstrated experience in technical research and Development project writing on biosecurity and SPS 	<ul style="list-style-type: none"> • Demonstrated understanding of emerging issues relating to exotic Biosecurity transboundary pests and diseases, EWS and EDRR and management in the Pacific • Some experience with working under a donor project

<ul style="list-style-type: none"> • Knowledge on addressing biosecurity and SPS non-compliance issues and technical report writing • Strong Technical knowledge on EWS, EDRR, SCHS, AFAS, ISPMS, PRAs and IRAs • Strong communication and interpersonal skills, creative thinker and ability to work independently and within a multicultural team 	<ul style="list-style-type: none"> • Knowledge of the Pacific Island context
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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"> • Demonstrate high level of initiatives and be technically innovative
Advanced level	<ul style="list-style-type: none"> • Understand the purpose of the partnership, needs of partners and stakeholders
Working knowledge	<ul style="list-style-type: none"> • Ability to coordinate efficiently with multi partners and staff, in a diverse and multi-cultural environment.
Awareness	<ul style="list-style-type: none"> • Biosecurity and SPS excellent technical research knowledge, oral and written communication skills

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

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

 Date