



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	COMMUNITY-BASED FISHERIES ADVISER
Division/Programme and Section/Project (if any):	Fisheries, Aquaculture & Marine Ecosystems Division (FAME)/ Coastal Fisheries & Aquaculture Programme (CFAP) / Management & Livelihoods Section
Location:	Noumea, New Caledonia
Reporting to:	Principal Fisheries Adviser (Management and Livelihoods)
Number of Direct Reports:	1 direct report
Purpose of Role:	Lead the CFAP Community-Based Fisheries Unit to support and facilitate Community-Based Fisheries (CBF) and Community-Based Fisheries Management (CBFM) at the regional, national, sub-national and community levels, through the provision of strategic advice, guidance, awareness materials, training and technical support to PICT government agencies, non-government organisation, civil society organisations, other non-state actors, and community groups.
Date:	December 2022

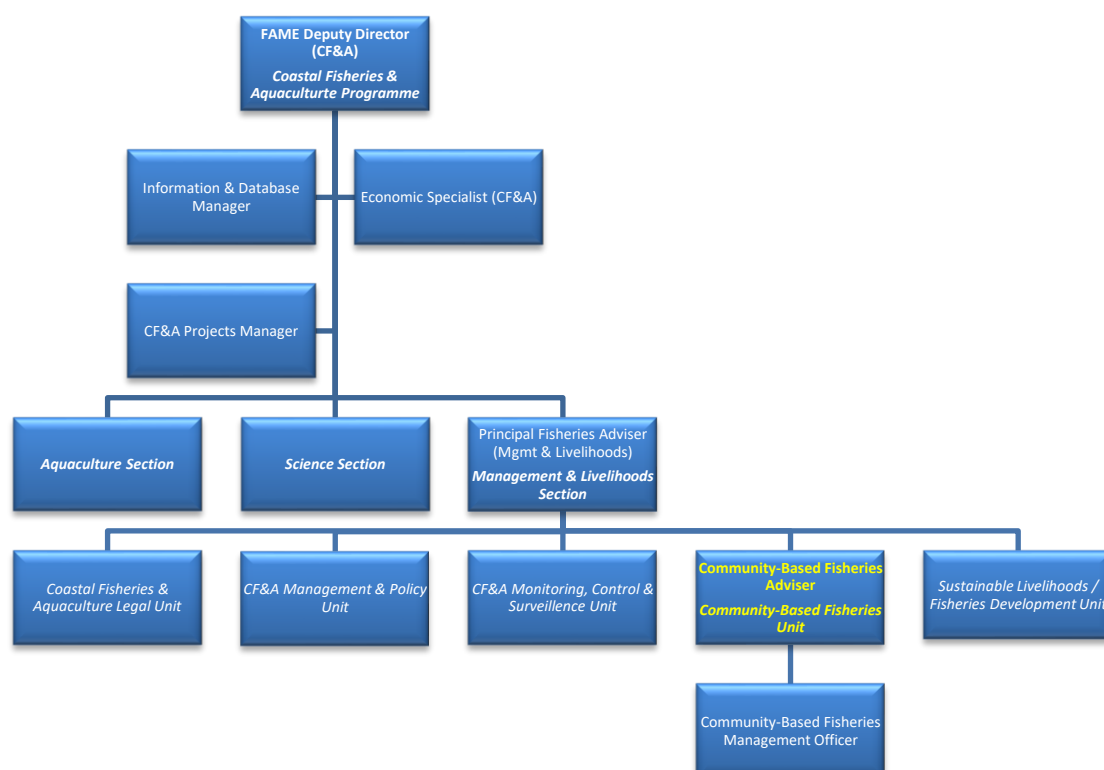
Organisational Context and Organisation Chart

As one of SPC's oldest, the **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, 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. FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine and aquaculture sectors.

FAME is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). The Director's Office provides divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine and aquaculture sectors. FAME staff are based in New Caledonia, Fiji, and Federated States of Micronesia, with most of its ~100 staff being based in New Caledonia.

The 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 **Community-Based Fisheries Adviser** is a key position in the CFAP, providing support, strategic advice, guidance, and facilitating community-based fisheries and community-based fisheries management across and within the Pacific island countries and territories.



Key Result Areas (KRAs):

- KRA#1: Monitor, track and support the facilitation and coordination of Community-Based Fisheries initiatives across the Pacific Islands region.
- KRA#2: Oversee the regional implementation of *A New Song for Coastal Fisheries – Pathways to Change: The Noumea Strategy*, including supporting, facilitating and preparing regular assessments of progress, and reviews of the framework and performance indicators.
- KRA#3: Lead the regional coordination, support, and promotion of the scaling of community-based fisheries management in Pacific Island Countries and Territories.
- KRA#4: Manage and facilitate the organisation, secretariat support, promotion and running of the annual *Community-Based Fisheries Dialogue*.
- KRA#5: Unit administration, communication, leadership, and staff supervision.

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

Jobholder is accountable for	Jobholder is successful when
KRA#1: Monitor, track and support the facilitation and coordination of Community-	

<p>Based Fisheries initiatives across the Pacific Islands region (25%):</p> <ul style="list-style-type: none"> • Identify, monitor and track Community-Based Fisheries initiatives (government, NGO, Civil Society Organisations (CSO), Non-State Actors (NSA) and community led) across the Pacific Islands Region. • Oversee the development and maintenance of a database, or similar, to track the progress of these CBF initiatives, and to produce summary reports of CBF activities across the Pacific Islands region. • Develop working relationships with key CBF initiatives to learn lessons (positive and negative) and to provide guidance and support as appropriate. • Oversee the finalisation and maintenance of the SPC CBFM web portal for capturing and sharing CBF-related information and materials. • Where feasible, facilitate project/site exchanges to promote PICT-to-PICT learnings. 	<ul style="list-style-type: none"> • Positive relationships/partnerships developed with key CBF initiatives. • A database, or similar, of CBF initiatives across the Pacific Islands region is maintained and summary reports available. • SPC CBFM web portal operational and providing information, lessons learned, materials, tools, etc. to the PICTs. • PICT-to-PICT learning exchanges occurring.
<p>KRA#2: Oversee the regional implementation of A New Song for Coastal Fisheries – Pathways to Change: The Noumea Strategy, including supporting, facilitating and preparing regular assessments of progress, and reviews of the framework and performance indicators (20%):</p> <ul style="list-style-type: none"> • Oversee the promotion and implementation of the long-term and medium-term outcomes of A New Song for Coastal Fisheries – Pathways to Change: The Noumea Strategy ('New Song'). • Monitor progress (using an effective monitoring, evaluation and learning (MEL) framework) and identify and address critical issues in a timely manner. • Support, facilitate and prepare regular assessments of progress of the 'New Song' initiative. • Provide regular updates at regional fora, and through other means, to SPC members and partners on the progress and effectiveness of the 'New Song'. • Undertake a broad participative and consultative review of the 'Pathways to change framework' outcomes and related indicators. 	<ul style="list-style-type: none"> • The 'New Song' continues to guide CBF initiatives in the Pacific Islands region. • Regular MEL assessments providing feedback and guiding adjustments to the 'New Song', with the outcomes and indicators modified in response to the dynamic nature of CBF. • Regular updates provided to regional fora and widely disseminated.
<p>KRA#3: Lead the regional coordination, support, and promotion of the scaling of community-based fisheries management in Pacific Island Countries and Territories (20%):</p>	

<ul style="list-style-type: none"> • Oversee the application of the <i>Pacific Framework for Action on Scaling up Community-Based Fisheries Management: 2021-2025</i> ('Framework for Action') within the Pacific Islands region. • Provide assistance to PICTs in producing national CBFM scaling up strategic approaches, including operational plans, while recognising constraints. • Oversee the monitoring and evaluation of the 'Framework for Action' implementation progress, and complete a review in 2023/24. • Oversee the promotion and support of 'scaling out' of CBFM, i.e. across the PICT region. • Lead the documentation and dissemination of progress, lessons, and case studies of the scaling-up and scaling-out of CBFM within the PICT region. 	<ul style="list-style-type: none"> • The 'Framework for Action' is providing guidance to PICTs in developing, prioritising, and implementing national actions for scaling up CBFM that supports local communities and achieves national and regional policy goals. • MEL framework used to assess progress and effectiveness of the 'Framework for Action'. • A review is completed by early 2024. • CBFM scaling-up and scaling-out lessons and experiences are documented and disseminated through various media, including via the CBF web portal.
<p>KRA#4: Manage and facilitate the organisation, secretariat support, promotion and running of the annual <i>Community-Based Fisheries Dialogue</i> (20%):</p> <ul style="list-style-type: none"> • Manage and facilitate the organisation of the annual <i>Community-Based Fisheries Dialogue</i> (CBFD), where SPC provides the secretariat support. • In collaboration with the CBFD Advisory Group (CBFD-AG), oversee the processes for selecting the CBFD Convenor and Vice-Convenor, support the national processes for identifying and selecting the CBF CSO and other NSA representatives to the CBFD. • Assist the Convenor and CBFD-AG with preparing the CBFD agenda. • Provide secretarial support to the CBFD and the preparation of the CBFD Outcomes report. • Assist the CBFD Convenor and CBFD-AG to review and adjust the CBFD process to be an efficient and effective regional mechanism. • Assist the CBFD Convenor with reporting to the annual Heads of Fisheries meeting. • Prepare annual budgets for the CBFD and assist the FAME Deputy Director (CF&A) to secure funding for organising and running the CBFD. 	<ul style="list-style-type: none"> • The CBFD is held successfully each year. • The CBFD is recognised by CBF CSO and other NSA as an effective mechanism to provide input to regional CBF governance decisions.
<p>KRA#5: Unit leadership, administration, communication and staff supervision (15%):</p> <ul style="list-style-type: none"> • Leads the CBF unit of the section, including managing CBF staff, the development of work plans and conducting performance appraisals. • Assists the Principal Fisheries Adviser (Management & Livelihoods) in developing and 	<ul style="list-style-type: none"> • CBF unit effectively led, and staff managed according to SPC policies and procedures. • Annual work plans and reports for the Section are consistent with the CFAP 5-Year Plan and FAME Business Plan.

<p>reporting on the Section's annual work plan, consistent with the CFAP 5-Year Plan and FAME Business Plan.</p> <ul style="list-style-type: none"> • Produces reports for all activities undertaken in the appropriate format for the activity, including training, technical and trip reports, and inputs to funding proposals, and donor reports. • Maintains up to date corporate and administrative procedures records for all activities undertaken. • Acquit any cash advances for fieldwork and training activities, with receipts to justify all expenses. • Contributes to Programme and Divisional publications, such as the Fisheries Newsletter and the Coastal Fisheries Report Card. • Fills in for CFAP staff when they are on leave or duty travel, when required and appropriate. 	<ul style="list-style-type: none"> • All of the operations and activities undertaken are fully documented and all administrative tasks completed within the set deadline. • Articles or other inputs are provided for all Programme, Divisional and Corporate publications within the set deadlines. • Reports are produced within two weeks of completing an activity.
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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):

<ul style="list-style-type: none"> • Coordinating and liaising with a broad range of actors within the Community-Based Fisheries sector—government fisheries and environment agencies; community groups (informal); private sector; local and international NGOs; CSOs; other NSAs; donors; international foundations; academic institutions; etc. • Navigating the tensions between government agencies, NGS/CSOs and communities around CBF/CBFM. • Understanding the broad range of community-based fisheries management approaches within the PICT region, with many actors being unwilling to adapt or collaborate with others. • Working at the regional level when CBF/CBFM is strongly seen as a sovereign issue. • Assisting and liaising with fisheries agencies (national and sub-national) and communities in the development and drafting of community-based management strategies and plans. • Working closely and in collaboration with other components of the CFAP to achieve joint outcomes, develop information and awareness materials and strengthen linkages with other agencies. • Developing and disseminating information and awareness materials, including in local languages, using multiple media • Managing expectations and setting priorities for PICT support activities when many countries and territories want immediate assistance at the same time, with staff and funding constraints.

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"> • Pacific Island governments, and departments involved in coastal fisheries 	<ul style="list-style-type: none"> • Negotiating, influencing and persuading, gaining cooperation, reporting

<ul style="list-style-type: none"> • CBF stakeholders, including community groups (informal); private sector; local and international NGOs; CSOs; other NSAs; donors; international foundations; and academic institutions • Regional and international agencies including CROP agencies, WorldFish, FAO, etc. 	<ul style="list-style-type: none"> • Liaising, formal negotiation • Hiring, supervising, facilitating, advising
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • FAME Director • DD-FAME (Coastal Fisheries & Aquaculture) • CFAP Section Heads • FAME Planning, Monitoring, Evaluation and Learning unit • Other SPC technical Divisions – PCCOS, GEM, CCES and SDD • Corporate services • Publications 	<ul style="list-style-type: none"> • Explaining, gaining cooperation, resolving minor conflicts • Leading, supervising, coaching, monitoring, resolving minor conflicts

Level of Delegation:

Routine Expenditure Budget: Manages up to EUR 500,000 per year.

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2000 (as per SPC Delegations policy)

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Postgraduate qualification in coastal fisheries management, or a related discipline. 	<ul style="list-style-type: none"> • Training or qualification in social science or anthropology related to community-based fisheries

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of direct relevant experience working and advising on community-based fisheries or community-based fisheries management, preferably in the Pacific region. • At least 5 years of experience in staff management, team leadership and project management. • Demonstrated capability for collaborating and working in an integrated programme involving 	<ul style="list-style-type: none"> • Experience in developing community-based management plans for coastal fisheries. • A working knowledge of SPC's second official language (French) or a Pacific language. • A working knowledge of at least one Pacific Island language. • Ability to work in a complex work environment with the patience, creativity

<p>colleagues from several different countries, cultures and academic backgrounds.</p> <ul style="list-style-type: none"> • Ability to interact well with the local communities in the Pacific. • Experience working with local non-governmental organisations, civil society organisations or other non-state actors. • Understanding of current Pacific islands regional coastal fisheries administrations, and experience of working with gender, culture and human rights issues relating to coastal fisheries and communities. • Excellent communication skills (oral and written) in English, with the capacity to engage effectively with government, public and community audiences. • Excellent cross-culture communication and teamwork skills. • Proven ability to facilitate stakeholder consultations to reach a workable solution. • Experience with training and mentoring counterparts and supervising attachments and staff. • Experience working with PC systems and MS Office/365 and Teams software. • Willingness and demonstrated capacity to travel and undertake overseas assignments in SPC member countries, sometimes under difficult physical conditions. 	<p>and to deal with institutional and cultural challenges.</p> <ul style="list-style-type: none"> • Highly organised with excellent structured programme planning and reporting work habits and administration capability. • An aptitude for transfer of skills and knowledge to counterparts, including in cross-cultural contexts.
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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"> • Coastal fisheries and community-based fisheries management
Advanced level	<ul style="list-style-type: none"> • Skills to organise and facilitate stakeholder (community; government; NGO/CSO) meetings and workshops
Working knowledge	<ul style="list-style-type: none"> • Relevant social, cultural and economic issues in the Pacific Islands region • Crosscutting issues such as food systems, food security, climate change and Human Rights and Social Inclusion • Broader coastal fisheries management and sustainable development issues
Awareness	<ul style="list-style-type: none"> • 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.