JOB DESCRIPTION

Job Title:	**RESEARCH ASSISTANT (NACA PROJECT)**
Division/Programme and Section/Project (if any):	Fisheries, Aquaculture & Marine Ecosystems Division / Coastal Fisheries & Aquaculture Programme / Aquaculture Section
Location:	Suva, Fiji
Reporting to:	SCoFA Aquaculture Officer
Number of Direct Reports:	0
Purpose of Role:	Assists in the baseline assessment study on national innovation and investment plans for nature-based (climate) solutions in aquaculture as part of the NACA project in Fiji.
Date:	September 2024

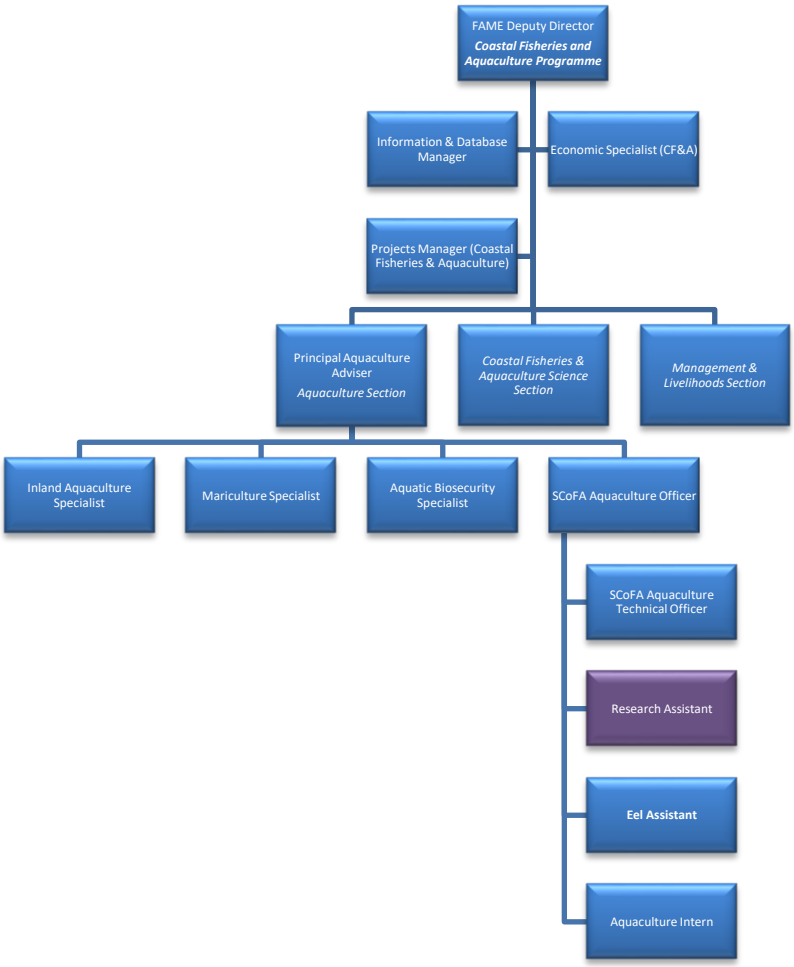
Organizational Context and Organization Chart

As one of SPC's oldest Divisions, 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 sector.

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 sector. FAME staff are based in New Caledonia, Fiji, Federated States of Micronesia and Vanuatu, 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.



Key Result Areas (KRAs):

KRA#1: Ensure collaborations with stakeholders and programmes within and across SPC sections (40%)

KRA#2: Assist with national scoping and baseline assessment survey and data collection (40%)

KRA#3: Reporting, documentation and communication (20%)

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

Jobholder is accountable for	*Jobholder is successful when*
KRA#1: Ensure collaborations with stakeholders and programmes within and across SPC sections. • Facilitate national meetings and dialogues needed between relative stakeholders • Compose a national team to undertake various activities allocated in the project	 • Good working relationships and partnerships developed among relative stakeholders • National team formed and workplans were implemented • Efficient collaborations among relative stakeholders and priorities on innovation

• Facilitate exchange of information on priorities among different stakeholders involved in innovation and investment • Work closely with AQUADAPT national research team in developing small network of stakeholders to conduct baseline scoping	and investments were identified and classified • Baseline scoping developed and good work relationships established with AQUADAPT national research team, adopting AQUADAPT's research within national innovation and investment plans.
KRA#2: Assist with national scoping and baseline assessment survey and data collection • Provide support to develop methodology for the survey • Facilitate review of national statistics • Collating data related to climate change adaptation, mitigation and disaster risk reduction, disease prevention and management, gender diversity inclusion, resource utilization, aquaculture systems, policies etc. • Identify important innovations in aquaculture focusing on nature-based solutions. • Assists national team in developing recommendations on priorities and pathways for national aquaculture system innovation and investments.	• Baseline survey methodology developed • National statistics reviewed • Filed all data related to current aquaculture system performance and policies, challenges in aquaculture system transformation, climate change, disease prevention and management, environmental issues, gender and diversity inclusion, resource utilization and managements etc • Innovative aquaculture systems being identified that addressed current challenges in aquaculture improving efficient use of available resources and proper water and environmental management, enhancing aquatic animal health and welfare and boosting aquaculture production. • Recommendations were developed on the priorities and pathways for national aquaculture system innovation and investments.
KRA#3: Administration reporting, documentation and communication • Prepare and submit progressive reports of the survey • Work closely with the ScoFA Aquaculture Officer in attending the country in regional meetings organised by the project • Communicate with regional project investigator on progress and issues that may arise during the project's implementation.	• Progressive reports were prepared and submitted on time. • Updates on the progress of on the project and contributed to discussions on challenges and way forwards for the project are provided at the regional meetings • Timely, efficient and frequent communications maintained with regional project investigator on project implementation plans and progress.

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):

- Coordinate and organize meetings and dialogues between various stakeholders to formulate national team to draw up work plan and methodology for baseline scoping of different innovative aquaculture technologies being implemented in the country.
- Promoting and supporting gender equality and social inclusion in aquaculture.
- Facilitate field visits to various aquaculture production sites to validate and evaluate aquaculture operations at the sites.
- Collect appropriate data and document all findings and provide reports and written recommendations about the outcome of baseline assessment and survey for the project.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: • Private sector • Government agencies • Aquaculture Farmer networks • Non-government agencies • Individual aquaculture farmers	• Networking, facilitation, dissemination and exchange of information for extension and research activities • Data collection • administration
Internal Key internal contacts are: • CFAP Deputy Director and Aquaculture Executives • Aquaculture Section Team • Professional staff and PA	• Contributing to, learning from • Liaising, working collaboratively

Level of Delegation:

Routine Expenditure Budget: *EUR 0*

Budget Sign off Authority without requiring approval from direct supervisor: *EUR O*

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:
• A Diploma in a relevant field such as tropical aquaculture, or biology, marine science or environmental science or equivalent body of knowledge and experience.	• Bachelor degree in Aquaculture Science, or biology, marine science or environmental science.

Knowledge/Experience

Essential:	Desirable:
• At least 3 years of experience working with aquaculture enterprises involved in mariculture/freshwater aquaculture in the Pacific. • Previous interaction with and knowledge of aquaculture agencies in the Pacific region. • Detailed knowledge and understanding of government systems and protocols, with sound knowledge of regional Fisheries policies and legislations. • Practical knowledge and understanding of innovations in aquaculture systems and operations. • Excellent communication skills (oral and written) • Excellent interpersonal skills in multicultural environment of the Pacific islands. • Excellent computer skills across necessary applications. •	• Appreciation and knowledge of opportunities for development of aquaculture practitioner's networks and good relationships and knowledge sharing. • Working knowledge of SPC's official languages (English and French). • Ability to communicate in one of the local languages of the Pacific is an advantage.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	Aquaculture techniques appropriate to the Pacific
Advanced level	
Working Knowledge	Aquaculture education and GESI in aquaculture in the Pacific
Awareness	Emerging technologies in aquaculture

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.