



Pacific Islands Regional Oceanscape Program (PROP)

Department of Fisheries
Ministry of Natural Resources
Vaiaku, Funafuti
Tuvalu



Vacancy Announcement **National Project Coordinator: Tuvalu** *8th December 2015*

Background

The Tuvalu Government has received grant financing from the World Bank and the Global Environment Facility to participate in the Pacific Islands Regional Oceanscape Program (PROP). The objective of the PROP is to strengthen the management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. This will provide the basis for sustainable and increased economic benefits from this resource.

The PROP comprises four components:

- (i) Sustainable management of oceanic fisheries;
- (ii) Sustainable management of coastal fisheries;
- (iii) Sustainable financing of the conservation of critical fishery habitats; and
- (iv) Regional Coordination, Implementation Support and Program Management.

The first four countries to be part of the program are Republic of Marshall Islands, Federated States of Micronesia, Tuvalu and Solomon Islands. The Pacific Islands Forum Fisheries Agency (FFA) has also received grant financing to provide a regional coordination role for program implementation; support to participating countries with financial management and procurement as needed; and implementation of component (iii).

PROP implementation at the national level is anticipated to last approximately six years. Other Pacific Island World Bank member countries are eligible to participate, as all share the transboundary fisheries and fish resources.

The Tuvalu Fisheries Department (TFD) is the implementing agency for the PROP project in Tuvalu. To support project implementation TFD requires the services of a dynamic, experienced National Project Coordinator (NPC) to be responsible for project implementation, management, administration, reporting and monitoring and evaluation functions.

The NPC will be responsible for implementing the national activities of the PROP in Tuvalu and for ensuring that the intended results are achieved. The role of the NPC will require sustained high-level attention to planning and coordination of PROP components and activities, timely procurement of necessary technical assistance (TA), and extensive liaison with relevant Tuvalu government departments, FFA, and other participating PROP countries. The NPC will also be responsible for close management of project finances and effective use of project resources to achieve the project objectives.

The NPC will be the key point of contact across all national stakeholders for the project and will report to the Director of Fisheries, who has overall responsibility for the Project..

The main tasks of the PROP National Project Coordinator are shown in attachment 1. Required qualifications and attributes are in attachment 2. Additional information is shown in attachment 3.

Applications for this position should be sent to the Director, Department of Fisheries, Ministry of Natural Resources, Private Mail Bag, Vaiaku, Funafuti, or by e-mail to jobs@tuvalufisheries.tv. Applications should include a cover letter, explaining the applicant's reasons and motivation for applying for the post, as well as a curriculum vitae which provides details of the applicant's education, qualifications and experience.

The closing date for applications is **Friday 8th January 2016**. Applications received after that time will not be considered.

=====

ATTACHMENT 1: DUTIES AND RESPONSIBILITIES

Overall Responsibilities

PROP National Project Implementation: Overall oversight and responsibility for implementation of the PROP’s national project activities and deliverables in Tuvalu.

Supervision and management: Supervision and management of the Project Accountant as well as consultants, contractors and suppliers engaged under PROP.

PROP Monitoring and Evaluation: Collection and tracking of data on PROP implementation, in order to monitor and report on the progress of the PROP national project in Tuvalu towards achieving the intended results and targets.

Reporting: to the Tuvalu Fisheries Department, the Forum Fisheries Agency and the World Bank on PROP implementation progress.

Duties

- **PROP National Project Implementation**
 - a. Manage and monitor progress of the PROP procurement, financial management and safeguard activities and play a supportive role to avoid any bottleneck or delay of project implementation;
 - b. Manage implementation of project activities as per the key PROP reference documents including: Project Appraisal Document; Program Operations Manual (POM); Annual work plan, budget and procurement plan; legal agreements; and the Environmental and Social Management Framework;
 - c. Ensuring the management of and auditing of funds in accordance with the Legal Agreements.
 - d. Manage external communications about the PROP.
 - e. Liaise frequently with the Ministry of Finance and Economic Development to provide updates on project implementation progress and ensure project funds are managed according to Tuvalu Government and World Bank procedures.
- **Supervision and management**
 - a. Supervise, manage, guide, motivate and monitor the Project Accountant to achieve project objectives.
 - b. Supervise, manage, guide and monitor the performance of consultants, contractors and suppliers in accordance with their terms of reference to ensure timely submission of high quality goods, services and other project inputs.
 - c. When necessary coordinate technical expertise to evaluate the performance of consultants, contractors or suppliers and the submission of high quality goods, service and other project inputs.
- **PROP Monitoring and Evaluation**
 - a. Ensure the collection of all data required to track the Program’s progress towards achieving the intended results and outcome indicators (see the Monitoring and Evaluation Annex of the Program Operational Manual), and maintaining a national monitoring system that can provide current and real-time information on PROP progress; and
 - b. Share and transmit PROP monitoring and evaluation data to the Program Support Unit at the FFA so that the results can be incorporated into the wider regional monitoring of PROP progress.
- **Annual Planning and Reporting**
 - a. Attend Regional meetings, all missions and in country meetings as required, and provide timely reporting on PROP progress to the TFD, MoF and FFA;
 - b. Prepare a periodic semi-annual and annual report on PROP activities to the World Bank and FFA, reflecting: (i) the status of implementation progress of the current annual work plans of the PROP national project in TFD, problems encountered, corrective actions needed, rationale for actions; (ii) for annual reports, the proposed annual work plan for the PROP national project in Tuvalu for the following year; (iii) the status of each of the Program’s indicators and current measurements; and (iv) an updated budget and procurement plan for the PROP national project for MFMR; and
 - c. Ensure and supervise the reporting and monitoring system of the project.
 - d. Ensure timely submission of Project Interim Financial Management reports to the Bank.
 - e. Ensure safeguards compliance and monitoring for the project in Tuvalu.
- **Other duties**
 - a. Other relevant duties as may be agreed with the Director of Fisheries from time to time.

=====

ATTACHMENT 2: QUALIFICATIONS AND EXPERIENCE

Position Profile

The position requires work of a conceptual, analytical and advisory nature at the professional level related to fisheries management. The position also requires substantive innovation and may involve some functions that are supervisory in nature to oversee project activities.

Qualifications at this level include a degree and relevant experience commensurate with the job. However, a post degree qualification is desirable.

Required Qualifications and Experience

- Minimum of Undergraduate degree in the area of economics, development studies, resource management, ocean governance or project management or other relevant field;
- Minimum 5 years relevant work experience;
- Previous experience in project management with proven ability to coordinate and manage project work;
- Experience in recruiting, managing, guiding, motivating and monitoring staff members and consultants;
- Experience in report writing, monitoring and evaluation of projects;
- Ability to communicate in English both verbally and in writing;
- Proven ability to collaborate well and to deliver work in a timely manner; and
- Excellent computer skills; MSWord, Excel and e-mail.

Desirable Qualifications and Experience

- Post-graduate degree level in the area of economics, development studies, resource management, ocean governance or project management or other relevant field;
- Knowledge of fisheries management measures at regional, sub-regional and national level with a focus on strengthening of fisheries management is highly desirable;
- Previous experience working in or with regional agencies and/or other international organisations;
- Experience in the formulation of contracts for the procurement of goods and services.

=====

ATTACHMENT 3: ADDITIONAL INFORMATION**Terms and Conditions of Employment****Duration**

This is a full time ‘Contract Officer’ position. The appointment will be for an initial two-year period.

There will be a 6-month probationary period prior to contract confirmation. The contractor will be subject to an annual performance review.

The contract may be extended beyond the initial 2-year appointment period, subject to satisfactory performance.

Remuneration

Remuneration for this position will be at Level 3 of the Tuvalu Civil Service Salary Structure for 2015, plus a 20% loading to cover incidental costs (including transportation) and to account for the non-permanent nature of the position. The salary band within Level 3 will be agreed with the successful applicant based on qualifications and experience.

Payments will be made at the rate of 1/26th of the agreed remuneration rate per fortnight.

The amount of remuneration will be fixed for the 2-year duration of the contract. This appointment is not subject to annual increments, or to other Civil Service allowances.

The level of remuneration may be renegotiated after 2 years in the event of contract renewal.

Other benefits

- Employer’s National Provident Fund contribution (10% of salary);
- A housing allowance of \$6,500 per contract year, payable at \$250/ fortnight;
- 30 working days annual leave per year. Annual leave may not be accumulated between years, and if not taken will be lost;
- Annual first class leave fares within Tuvalu to the contractor’s home island, for the contractor, spouse and children under the age of 18, reimbursable on submission of receipts;
- Maximum of 10 days sick leave per year.

Office facilities

The Department of Fisheries will provide office space, office furniture, computer equipment, stationery, internet access and other facilities required for the effective performance of the contractor’s duties.

Transportation

The contractor will responsible for his/ her own transportation as required to attend the office, and during the working day.

Travel

When the contractor is required to travel for professional purposes within Tuvalu or internationally, boat or air tickets and other travel costs will be paid directly by the PROP. The contractor’s accommodation costs and other expenses will be covered by the PROP using Tuvalu Government per diem rates.

Key PROP Reference Documents

- **Project Documents:** PROP Project Appraisal Document (PAD) and Program Operational Manual (POM)
- **Annual Planning:** PROP national project budget and procurement plan; and annual work plan
- **Legal Agreements:** PROP Financing and Grant Agreements between the World Bank and Tuvalu, including the Disbursement Letter and the Service Agreement between Tuvalu and FFA.
- **Environmental and Social Safeguards:** PROP Environmental and Social Management Framework (ESMF).

These and other relevant documents can be downloaded from the Tuvalu Fisheries Department web site (www.tuvalufisheries.tv). Underlined documents are still being finalised and will be made available as soon as possible.

=====