SECRETARIAT OF THE PACIFIC COMMUNITY

POSITION DESCRIPTION

COORDINATOR, FORESTS & TREES AND AGRICULTURE & FORESTRY DIVERSIFICATION

BACKGROUND

The Secretariat of the Pacific Community (SPC) is an international organisation that provides technical and policy advice and assistance, training and research services to its Pacific Island members. It works in a wide range of sectors, including natural resources (agriculture, fisheries and forestry), health, statistics, human development, information and communication technology and social issues. SPC was established in 1947. It has 26 member countries and territories and its working languages are English and French. The organisation has been expanding rapidly and now has approximately 350 staff and a total annual budget of XPF 4.9 billion (approximately USD 60 million).

SPC's headquarters is in Noumea, New Caledonia. It also has regional offices in Suva, Fiji Islands and in Pohnpei, Federated States of Micronesia.

The organisation has gained a reputation for providing 'real solutions to real problems' in the Pacific (SPC Corporate Review, 2005) and strives to maintain professionalism, integrity and pragmatism in delivering its services.

Additional information on SPC can be found on its website: www.spc.int.

SPC has three technical divisions. The Marine Resources Division (MRD) and the Social Resources Division (SRD) are based in Noumea, New Caledonia. The Land Resources Division (LRD) is based in Suva, Fiji.

LRD currently implements a Strategic Plan, 2005-2008, which integrates its assistance to SPC members in the areas of crops, livestock and forestry. The goal of LRD is to improve food security, increase trade and assist the Pacific Community to be more prosperous and healthy and manage its agricultural and forest resources in a sustainable way. To attain this goal, LRD has the following two objectives:

* sustainable management of forestry and agriculture systems; and
* improved biosecurity and trade facilitation.

A number of outputs addressing the major issues under each objective are to be achieved. LRD has a management structure anchored on seven thematic area teams, each with a Team Coordinator: Plant Health; Animal Health & Production; Biosecurity & Trade Support; Agriculture & Forestry Diversification; Crop Production & Soil Management; Genetic Resources; and Forests & Trees. Three support teams - Agriculture & Forestry Policy; Information, Communication & Extension; and Administration - provide support across the seven thematic areas.

LRD is seeking an experienced, qualified and enthusiastic professional to coordinate two of the division's thematic area teams: Forests & Trees (FAT) and Agriculture & Forestry Diversification (AFD).

DUTIES AND RESPONSIBILITIES

The principal roles and responsibilities of this position are related to coordination, advice and support. The incumbent is expected to:

* coordinate the work of the two thematic area teams under her/his charge;
* manage on behalf of the Director, LRD, the EU-funded Facilitating Agricultural Commodity Trade (FACT) project;
* provide advice on a range of issues that relate directly or indirectly to forestry and/or forestry and diversification issues concerning policy, management and development, land use, environment and conservation, and research and development; and
* solicit assistance from donors and technical agencies.

The position also calls for providing support to member countries and territories in the areas of training and capacity building. These programme roles and functions contribute directly to achieving the objectives of the LRD Integrated Strategic Plan 2005-2008 and the new LRD Integrated Strategic Plan 2009-2012, and the overall goal of SPC.

The Coordinator, FAT and AFD is responsible to the Director, LRD. Specific duties and responsibilities include the following:

* Provide advice to the Director, LRD, on matters relating to the region's forestry sector and agriculture and forestry diversification strategies and programmes.
* Prepare long-term and annual workplans consisting of regional,
subregional and national-level activities consistent with priorities in the forests and trees sector and agriculture and forestry diversification, identified by the Heads of Agriculture and Forestry, Heads of Forestry and other relevant regional and subregional bodies, and administer and manage their implementation, monitoring and evaluation.

* Provide technical advice and assistance to member countries and territories on sustainable forest management practices (SFMP), including forest and tree management, forest and agriculture primary and processed products, and forest certification (including the feasibility of establishing a regional forest and timber certification facility and guidelines).

* Develop funding proposals to solicit additional or new funding to implement programme activities in the FAT and AFD thematic areas, through the development and presentation of project design proposals to donors and other agencies, and the development of new initiatives.

* Provide assistance to member Pacific Island countries and territories (PICTs) both to identify potential funding sources and to help solicit funding for specific country/territory activities, in the FAT and AFD thematic areas.

* Maintain close cooperation and collaboration with the other thematic area teams of LRD, with a view to developing and implementing integrated initiatives.

* Enhance and facilitate improved coordination, cooperation and collaboration with governments, non-governmental organisations (NGOs), the private sector, international, regional, multilateral and bilateral agencies, development partners, communities and resource owners working or interested in the forests and trees sector and in agriculture and forestry diversification in PICTs.

* Develop collaborative mechanisms, such as memorandums of understanding, with agencies and institutions having mutual interests, for the implementation of joint initiatives.

QUALIFICATIONS AND EXPERIENCE

* At least a Bachelor's degree (preferably postgraduate) in forestry or forest science, from a recognised university.

* At least eight years post-Bachelor's degree or six years post-Master's degree working in relevant fields of forestry or agroforestry, in positions of progressively increasing responsibility. Must have held a senior
management and/or team leadership position in forestry or agroforestry for at least six years.

* Demonstrated experience and skills in programme leadership and management, communication, report writing and proposal preparation.
* Good interpersonal skills, with proven experience and ability in developing and maintaining networks with other agencies (including NGOs) and with people of differing backgrounds and cultures.
* Excellent written and verbal communication skills in English.
* Good working knowledge of the use of personal computers, particularly for word processing and spreadsheets.
* A sound knowledge of the Pacific and its forestry sector, and broad knowledge of a range of agriculture and forestry commodities, both primary and processed, currently or potentially traded, with particular reference to challenges and opportunities for island countries and territories, will be an advantage.

**SALARY, TERMS AND CONDITIONS**

**SALARY AND ALLOWANCES**

The starting salary will depend on experience and qualifications and will be in Grade J of SPC's salary scale.

Professional salaries at SPC are set in SDR (Special Drawing Rights) and paid in the local currency, i.e. the Fiji dollar in Fiji Islands. The salary range for this grade is SDR 2,752-3,723 per month. At prevailing exchange rates these amounts convert to approximately FJD 6,736-9,113 per month (USD 4,500-6,100).

SPC subsidises housing. A housing allowance of 75 per cent of the total rental, up to a limit of FJD 2,625 per month, will be provided. The minimum housing allowance payable is FJD 1,170 per month.

In addition, an establishment grant will be payable to non-residents of Fiji Islands. Where appropriate, an education allowance will be paid.

While SPC remuneration is not subject to income tax in Fiji Islands at the present time, this status is currently under review by the Government of Fiji Islands.
TENURE

The appointment will be for a period of three years in the first instance, subject to a one-year probationary period, with the possibility of renewal for a further period depending on performance and continued funding availability.

DUTY STATION

Suva, Fiji Islands.

LEAVE

Leave will accrue at the rate of 25 working days per annum. For expatriate staff members, home leave fares are payable after 18 months of service.

Sick leave is 30 working days per annum.

MEDICAL BENEFITS

SPC's Staff Medical Insurance provides basic medical insurance cover for staff and their dependants. Staff wishing to increase their level of insurance cover can purchase supplementary medical insurance from SPC's insurer.

PROVIDENT FUND

The appointee will be eligible for membership of SPC's Staff Provident Fund. Staff contribute 8 per cent of basic salary, to which SPC adds a matching contribution.

FARES AND REMOVAL EXPENSES

For an appointee recruited outside Fiji Islands, cost of air fares by the most direct and or economic route for the appointee and recognised dependants, and reasonable removal expenses by sea of personal and household effects, will be met by SPC on appointment and termination.

COMPUTING ENVIRONMENT

SPC has a standardised computing environment based on Microsoft Office running under Microsoft Windows.
SMOKE-FREE ENVIRONMENT

Smoking is not permitted in the workplace.

EQUAL OPPORTUNITIES

SPC is an equal-opportunity employer. Recruitment is based on merit. If two shortlisted candidates are judged to be equally qualified, preference will be given to Pacific Island nationals.

ADDRESS

Applications should be addressed to the Deputy Director-General, Secretariat of the Pacific Community, Private Mail Bag, Suva, Fiji Islands, to arrive by 31 July 2008.

Applicants should provide their curriculum vitae and address the selection criteria for the position in their covering letter. They should also provide names and contact details of three referees.

Applications may be submitted by fax (+679 3 370 021) or email (recruitsuva@spc.int - preferably as an electronic attachment in Microsoft Word format).