



FFA
PACIFIC ISLANDS
FORUM FISHERIES
AGENCY

Director of Corporate Services

Location: Honiara, Solomon Islands

- **Make the ultimate sea-change and take the next step in your career as the Director of Corporate Services for the Pacific Islands Forum Fisheries Agency**
- **Enjoy an excellent salary package of circa USD \$93,239 - \$139,858 tax-free for citizens of most countries! In addition to base salary: a Location Allowance of 16.25% ; and a Cost of Living Differential Allowance of 17.5%**
- **Great benefits available, including relocation assistance, subsidised accommodation, and six weeks annual leave**
- **Applications close 5:00PM on Monday, August 31st , 2026**

About the Forum Fisheries Agency (FFA)

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest

policy making organ of the FFA.

Vision

Our people enjoying the greatest possible economic and social benefits from the sustainable utilisation of offshore fisheries resources.

Mission

Empowering FFA Members to take national and collective action to maximise the long-term economic and social value of their offshore fisheries resources.

The work of the Agency is delivered through programs that support Members with their challenges in: Fisheries Management, Fisheries Development, and Fisheries Operations.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders' call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

Fisheries Operations involves administration of the regional Vessel Monitoring System (VMS), development of regional compliance policy, training and capacity development, and coordination of multilateral compliance operations.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

Your Next Opportunity

As our next Director of Corporate Services, your key responsibility will be to lead the Corporate Services Division by providing oversight to the essential functions that support the Agency's strategic objectives. Reporting to the Deputy Director-General, you will implement policies and procedures that ensure the efficient and effective use of resources while also ensuring compliance with regulatory requirements.

Your key responsibility areas will include:

- Leadership and effective management and coordination of the Corporate Services Division activities
- Agency business planning and Annual Work Program and Budget
- Policy and technical advice
- Oversee the management of all HR management and development functions

- Oversee the management of all functions
- Oversee the management of administration, property, facilities and contracts
- Monitoring, Evaluation and Learning (MEL) Framework
- Effectively contribute to the strategic and operational development of FFA as part of the Executive Team
- Higher Duties

What You'll Bring to the Team

To be considered for this position, you will hold a Bachelor's Degree in Finance, Business, HR or Public Administration in a similar or relevant field, further post relevant graduate training or qualifications, as well as a minimum of ten years of senior executive leadership experience at the national level in public service, or operational experience in corporate and support services within an organisation of 100+ staff, regional or international organisations, or equivalent private sector experience.

You will also have an excellent awareness of fisheries issues and challenges in the region and knowledge of appropriate protocols for engagement with a wide range of stakeholders.

Our ideal candidate will have a strategic mindset, with highly developed communication skills that enable them to disseminate information to audiences with and without a technical skillset. An understanding of systems implementation and change management, as well as a familiarity with Organisation Performance Management Systems, will be critical to successfully performing this role.

Benefits on offer

The position attracts a competitive salary package based on current levels of experience and qualifications, of between USD \$93,239 - \$139,858 excluding COLDA, 7.5% superannuation, and Location Allowances - TAX-FREE for citizens of most countries!

You will also have all reasonable medical, dental, and optical expenses covered for yourself and any dependents you may have. Insurance coverage is also available for personal accidents, life, medical and repatriation.

If you have any dependent children, we will reimburse 75% of their tuition fees. If your dependent child is studying overseas, paid school travel may be available for you or your child to visit each other once a year.

Relocation expenses will be paid, with an establishment grant paid on arrival in Honiara. Accommodation assistance is also available, paying the majority of rental costs for a quality house.

Conditions apply to all allowances & benefits

To apply for the position all candidates must submit the following to the email recruitment@ffa.int

1. Cover Letter addressed to the Manager Human Resources and Administration
2. Application Form
3. Curriculum Vitae