JOB OPPORTUNITY

Manager, Procurement, Property & Travel

FFA
PACIFIC ISLANDS
FORUM FISHERIES
AGENCY

Location: Honiara, Solomon Islands

- **Do you have a background in procurement, property and travel or similar?**
- **Important opportunity to provide policy advice and recommendations to an intergovernmental organisation in the Pacific!**
- **Subject to exchange rates, excellent base salary from US$56,862.00 to US$85,294.00 (tax free for citizens in most countries) commensurate with your skills and experience!**
- **Make the ultimate sea change and help support the Pacific Island Community!**

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 Manager, Procurement, Property and Travel, your key responsibility will be to lead FFA's procurement, property and travel teams within the Corporate Services Division. Reporting to the Director, Corporate Services, you will ensure FFA's procurement activities and policies are implemented effectively, that all FFA properties are well managed and maintained, and that staff receive efficient, cost-effective travel support, with value for money, probity and compliance at the heart of everything you do.

YOUR KEY RESPONSIBILITY AREAS WILL INCLUDE:

- A hands on role in a small Agency with big responsibilities
- Strategic management and oversight of all FFA procurement activities
- Management and oversight of FFA travel services, including the Travel Management System
- Management and oversight of property management for all FFA properties
- Asset management and insurance
- Senior management support, compliance and management of the Procure-to-Pay (P2P) workflow

WHAT YOU'LL BRING TO THE TEAM

To be considered for this position, you will hold a Bachelor's Degree in Accounting / Finance, Business Administration or a relevant discipline, as well as at least eight years' relevant experience across procurement, property and travel, including high-level experience in managing procurement processes such as tender work and assessment.

You will also have high-level experience with proprietary ERP systems and Microsoft Office applications, a strong understanding of emerging procurement issues and challenges in the Pacific Islands region, and experience working in a multicultural, multidisciplinary environment.

Our ideal candidate will bring excellent negotiation, communication and interpersonal skills, strong analytical skills with close attention to detail, and an unwavering commitment to zero corruption. Postgraduate qualifications and Procurement Certification from the Chartered Institute of Procurement and Supply (CIPS) will be highly regarded.

BENEFITS ON OFFER

If you are looking to make the ultimate sea change and experience life on the leading edge of Pacific development, this is the opportunity for you!

On offer for the successful candidate is a salary commencing from USD$77,992.00 (with Base salary and basic allowances), tax free for citizens of most countries depending on proven experience and qualifications.

You will also have all reasonable medical, dental, and optical expenses covered for yourself and any dependents you may have. Limited insurance coverage is also available for travel, personal accidents, life, 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 and 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 & Administration
2. Application Form **3.** Curriculum Vitae