



**Sub Regional Fisheries Commission
(SRFC)**

Permanent Secretariat

RECRUITMENT

Job Descriptions

February 2009

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1 INTERNATIONAL PERSONNEL

1.1 Head of Department Harmonisation of Policies and Legislation

1. LOCALISATION

- Department at the Permanent Secretariat.

2. ATTRIBUTIONS (MANDATE)

The Head of Department Harmonisation of Policies and Legislation organizes, coordinates and leads the department under his authority. He/she participates in the recruitment of program managers and assistants. He/she also provides control and ensures the results of the department. He/she is responsible in terms of management and technical guidance of the department. He/she provides strategic support to the Permanent Secretary on programmatic aspects, cooperation with the States, and in relations with technical and financial partners. Under the authority and responsibility of the Permanent Secretary, the Head of the Department exercises the following functions for any activity relating to the department:

3. PRINCIPAL ACTIVITIES

- Plan, coordinate and monitor the activities of the department;
- Ensure the management of the team (program managers and assistants);
- Organize the department and determine the individual and collective goals in light of the objectives of the Permanent Secretariat;
- Manage the training needs of personnel under his/her authority in order to ensure a continuation of the technical skills of the department;
- Ensure communication within the department;
- Ensure consistency of programs and projects within the area of competence of the department;
- Deal with various supervisory responsibilities (monitoring internships, projects, relations with donors, seminars ...);
- Supervise personnel under his/her control (leave of absence, authorization of overtime, scoring, proposed sanctions and promotion);
- Organize user support and maintenance for the equipment managed by the department;
- Ensure compliance with the guidelines and recommendations of the Permanent Secretariat;
- Provide technical expertise while liaising where appropriate with other departments;
- Provide overall coordination and supervision of activities of the department;
- Provide regular evaluation of subordinate staff;
- Develop projects and prepare applications for funding;
- Evaluate requests for payment of completed contracts;

- Develop the activity plan and budget of the department;
- Develop the annual activity report of the department;
- Make proposals on all the activities of the missions of the SRFC.

4. SPECIFIC ACTIVITIES

- Establish a common system of regulating access and allocation of fishing rights to the fisheries of common interest;
- Develop and implement the principles of efficient, equitable and transparent management of fisheries capacity in the SRFC region;
- Promote the establishment of a common and harmonized policy on the regulation of access and the allocation of fishing rights;
- Promote the establishment of a common system of access for foreign fishing fleets in the medium term;
- Advise the Member States on policies for fair fisheries agreements and compatible with sustainable exploitation of stocks;
- Strengthen the negotiating capacities of States;
- Assist Member States to adopt common strategies in international fora;
- Strengthen collaboration between the SRFC and national institutions involved in fisheries, and enhance cooperation between the SRFC and sub regional, regional and international organizations specialized in the management of fisheries;
- Coordinate the process of updating the Strategic Action Plan;
- Disseminate the Code of Conduct for Responsible Fisheries and the international instruments related to fisheries management;
- Develop and implement an ongoing program of communication and awareness on conservation of fisheries resources and fisheries management and ensure that laws, regulations and other legal norms are disseminated by the most appropriate means to professionals in the sector.

5. REQUIRED PROFILE

A) Education

- PhD level (maritime law, marine environment and / or fisheries management).

B) Professional Experience

- 10 years minimum experience in a similar position with an international organization.

C) Required Aptitudes

- Proven ability to collaborate and work within the framework of integrated projects, involving colleagues from different countries and cultures;
- Excellent ability to explain verbally and in writing when addressing scientists, administration or the general public;
- Excellent ability to communicate with people from different cultures and to work as a team;
- Good knowledge of the use of software, including those used for data processing;
- A good knowledge of the working languages of the SRFC (French and English);

- Have good understanding of the problems of fisheries management.

D) Required Attitudes

- Have an ability to anticipate;
- Be methodical, independent, rigorous and organized;
- Be comfortable with teamwork and leadership.

6. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- The Permanent Secretary.

B) Direct Subordinates

- Program Manager ;
- Program Assistant.

**1.2 Head of Department
Research and Information Systems**

1. LOCALISATION

- Department at the Permanent Secretariat

2. ATTRIBUTIONS (MANDATE)

The Head of Department Research and Information Systems organizes, coordinates and leads the department under his authority. He/she participates in the recruitment of program managers and assistants. He/she also provides control and ensures the results of the department. He/she is responsible in terms of management and technical guidance of the department. He/she provides strategic support to the Permanent Secretary on programmatic aspects, cooperation with the States, and in relations with technical and financial partners. Under the authority and responsibility of the Permanent Secretary, the Head of the Department exercises the following functions for any activity relating to the department:

3. PRINCIPAL ACTIVITIES

- Plan, coordinate and monitor the activities of the department;
- Ensure the management of the team (program managers and assistants);
- Organize the department and determine the individual and collective goals in light of the objectives of the Permanent Secretariat;
- Manage the training needs of personnel under his/her authority in order to ensure a continuation of the technical skills of the department;
- Ensure communication within the department;
- Ensure consistency of programs and projects within the area of competence of the department;
- Deal with various supervisory responsibilities (monitoring internships, projects, relations with donors, seminars ...);
- Supervise personnel under his/her control (leave of absence, authorization of overtime, scoring, proposed sanctions and promotion);

- Organize user support and maintenance for the equipment managed by the department;
- Ensure compliance with the guidelines and recommendations of the Permanent Secretariat;
- Provide technical expertise while liaising where appropriate with other departments;
- Provide overall coordination and supervision of activities of the department;
- Provide regular evaluation of subordinate staff;
- Develop projects and prepare applications for funding;
- Evaluate requests for payment of completed contracts;
- Develop the activity plan and budget of the department;
- Develop the annual activity report of the department;
- Make proposals on all the activities of the missions of the SRFC.

4. SPECIFIC ACTIVITIES

- Establish a pertinent and coordinated research unit in the field of intervention of the Commission;
- Strengthen the organization of scientific and economic partnerships of the Commission;
- Develop and implement a research policy and define its realisation at the SRFC;
- Ensure the interface between the SRFC, research institutions and the community of researchers and academics;
- Enhance the dissemination of knowledge on fisheries by organizing and hosting symposia and workshops;
- Promote effective coordination of national efforts undertaken in research on fisheries of common interest and their management;
- Identify important ecosystems for fisheries of common interest of the CSRP;
- Strengthen the collaboration between research institutions for the establishment of joint assessment of shared resources;
- Utilize data existing in various research institutions and other sub regional institutions;
- Conduct regular meetings to evaluate the information system with all stakeholders;
- Assist in the improvement of techniques and methods for collecting and processing information in the member countries of the CSRP;

5. REQUIRED PROFILE

A) Education

- PhD Level (fisheries biology, marine ecology and/or fisheries economics);

B) Professional Experience

- 10 years of experience in an advisor position to scientific institutions (preferably sub-regional or international) and / or management of scientific programs (preferably bi-or multinational).

C) Required Aptitudes

- Proven ability to collaborate and work within the framework of integrated projects, involving colleagues from different countries and cultures;
- Excellent ability to explain verbally and in writing when addressing scientists, administration or the general public;
- Excellent ability to communicate with people from different cultures and to work as a team;
- Good knowledge of the use of software, including those used for data processing;
- A working knowledge of the working languages of the SRFC (French and English);
- Have good understanding of the problems of fisheries management.

D) Required Attitudes

- Have an ability to anticipate;
- Be methodical, independent, rigorous and organized;
- Be comfortable with teamwork and leadership.

6. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- The Permanent Secretary.

B) Direct Subordinates

- Program Manager ;
- Program Assistant.

1.3 Head of Department Monitoring, Control, and Surveillance

1. LOCALISATION

- Devolved Department of the Permanent Secretariat, based in Banjul (The Gambia).

2. ATTRIBUTIONS (MANDATE)

The Head of Department Monitoring, Control, and Surveillance organizes, coordinates and leads the department under his authority. He/she participates in the recruitment of program managers and assistants. He/she also provides control and ensures the results of the department. He/she is responsible in terms of management and technical guidance of the department. He/she provides strategic support to the Permanent Secretary on programmatic aspects, cooperation with the States, and in relations with technical and financial partners. Under the authority and responsibility of the Permanent Secretary, the Head of the Department exercises the following functions for any activity relating to the department:

3. PRINCIPAL ACTIVITIES

- Plan, coordinate and monitor the activities of the department;
- Ensure the management of the team (program managers and assistants);
- Organize the department and determine the individual and collective goals in light of the objectives of the Permanent Secretariat;
- Manage the training needs of personnel under his/her authority in order to ensure a continuation of the technical skills of the department;
- Ensure communication within the department;
- Ensure consistency of programs and projects within the area of competence of the department;
- Deal with various supervisory responsibilities (monitoring internships, projects, relations with donors, seminars ...);
- Supervise personnel under his/her control (leave of absence, authorization of overtime, scoring, proposed sanctions and promotion);
- Organize user support and maintenance for the equipment managed by the department;
- Ensure compliance with the guidelines and recommendations of the Permanent Secretariat;
- Provide technical expertise while liaising where appropriate with other departments;
- Provide overall coordination and supervision of activities of the department;
- Provide regular evaluation of subordinate staff;
- Develop projects and prepare applications for funding;
- Evaluate requests for payment of completed contracts;
- Develop the activity plan and budget of the department;
- Develop the annual activity report of the department;
- Make proposals on all the activities of the missions of the SRFC.

4. SPECIFIC ACTIVITIES

- Plan sub regional surveillance operations;
- Organize and monitor the operations;
- Organize debriefings and write reports;
- Follow-up on the VMS program;
- Provide direction and the coordination of means for fisheries surveillance of the various administrations;
- Ensure the training of Member States in organizing and conducting surveillance missions;
- Ensure the effective implementation of the marking of vessels according to the specifications of FAO;
- Provide capacity building through training of national officials;
- Assist member States to establish national registers of fishing vessels;
- Establish a sub regional register of fishing vessels operating in the maritime waters of the SRFC Member states and update regularly.

5. REQUIRED PROFILE

A) Education

- PhD level (fisheries management, fisheries economics and / or maritime affairs).

B) Professional Experience

- 10 years of experience in an advisor position to fisheries management institutions (preferably sub-regional or international) and / or management of fishery management programs (preferably bi-or multinational).

C) Required Aptitudes

- Proven ability to collaborate and work within the framework of integrated projects, involving colleagues from different countries and cultures;
- Excellent ability to explain verbally and in writing when addressing scientists, administration or the general public;
- Excellent ability to communicate with people from different cultures and to work as a team;
- Good knowledge of the use of software, including those used for data processing;
- A working knowledge of the working languages of the SRFC (French and English);
- Have good understanding of the problems of fisheries management.

D) Required Attitudes

- Have an ability to anticipate;
- Be methodical, independent, rigorous and organized;
- Be comfortable with teamwork and leadership.

6. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- The Permanent Secretary.

B) Direct Subordinates

- Program Manager ;
- Program Assistant.

1.4 Program Manager

1. LOCALISATION

- Department concerned

2. ATTRIBUTIONS (MANDATE)

The Program Manager manages projects and programs. He/she participates in their design and monitors their implementation in conjunction with the Head of Department. He/she produces comprehensive, relevant and reliable information on the programs supported. Under the authority of the Permanent Secretary and the direct supervision of the Head of Department, the Program Manager performs the following functions for any activity within a program:

3. PRINCIPAL ACTIVITIES

- Provide overall coordination and supervision of program activities;
- Develop projects and prepare applications for funding;
- Develop budgets for programs;
- Evaluate requests for payment of completed contracts;
- Prepare technical reports and requests for extension or postponement of activities;
- Design, develop, monitor actions and project management tools;
- Organise physical inputs for the implementation of projects;
- Ensure the compliance of projects and programs with the policy defined by the Permanent Secretary;
- Perform any other duties as required commensurate with his/her skills or his/her position;
- Contribute to the definition of policies and strategies of the SRFC and ensure their consistency with the strategic action plan (SAP / SRFC);
- Establish an information system to monitor activities, projects and programs in the Member States for possible development into sub-regional projects;
- Monitor projects and ensure consistency of programs developed by or for the benefit of the SRFC;
- Provide the Permanent Secretary with comprehensive information notes compiled from technical documents on the activities of projects and ongoing programs;
- Ensure the consistency of proposed actions by individual projects and carry out internal evaluation of the latter;
- Participate in the technical preparation of meetings of the SRFC and donors;
- Represent the Permanent Secretary at his request;
- Create a network for information exchange on issues related to the respective area of competence;
- Maintain contacts within a wide network of institutions, organizations and projects in the region;
- Get involved with co-workers of the SRFC in respect to the various research activities.

4. REQUIRED PROFILE

A) Education

- Master degree (fisheries biology, marine ecology, fisheries economy) or comparable technical qualifications.

B) Professional Experience

- 5 years professional experience in managing fisheries projects or programs (preferably on a regional or international level) or in the conduct of similar technical activities.

C) Required Aptitudes

- Proven ability to collaborate and work within the framework of integrated projects, involving colleagues from different countries and cultures;
- Good knowledge of approaches to common fisheries management.

- Excellent ability to explain verbally and in writing when addressing scientists, administration or the general public;
- Excellent ability to communicate with people from different cultures and to work as a team;
- Good knowledge of the use of software, including those used for data processing;
- A working knowledge of the working languages of the SRFC (French and English);
- Have good understanding of the problems of fisheries management.

D) Required Attitudes

- Have an ability to anticipate;
- Be methodical, independent, rigorous and organized;
- Be comfortable with teamwork and leadership.

5. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- Head of Department

2 NATIONAL PERSONNEL

2.1 Head of Service Communication and Public Relations

1. LOCALISATION

- Secrétariat Permanent

2. ATTRIBUTIONS (MANDATE)

The Head of Communication and Public Relations, upon delegation by the Permanent Secretary is in charge of all aspects of communication (internal and external) and public relations of the SRFC. The staff is responsible, inter alia, to develop and propose to the Permanent Secretary the general lines of a communication strategy for the Commission. He/she develops and implements the annual plan for communication and manages relations with the media and partners.

3. PRINCIPAL ACTIVITIES

- Enhance the quality and consistency in terms of form and content of internal or external communication;
- Design and implement any means, action, or communication network to facilitate the Commission's relations with its environment;
- Be in charge of all or part of the technical aspects of communication;
- Manage, organize and coordinate plans for the development of communication to promote the identity and labelling of the CSRP;

- Establish, develop and improve external promotion activities in accordance with the strategy set forth by the Permanent Secretary (organization of advertising campaigns, conventions, inaugurations, fora, etc.).
- Prepare and disseminate information, bulletins or files, organize conferences and visits, participate in interviews, round tables and interviews;
- Build and promote a positive and coherent image of the SRFC;
- Contribute to a greater involvement of employees of the SRFC, informing them on the daily life of the institution and its strategy;
- Promote an ascending flow of information from staff to the Permanent Secretary;
- Contribute to increased awareness of the Commission and support the operational objectives;
- Participate in the design and implementation of communication plans;
- Design and implement presentation documents from the Commission for its partners;
- Update the website of the CSRP and animate blogs;
- Create a press review and maintain relations with the media;
- Organize the documentation centre of the Permanent Secretariat and produce periodically information material;
- Maintain regular contact and exchange between States (government and professional), the Permanent Secretariat and development partners through the diffusion of a periodic newsletter (Flash Info, Echos of the SRFC etc.);
- Serve as a communications adviser to the Permanent Secretary.

4. REQUIRED PROFILE

A) Education

- Higher education type BAC + 4 or 5 with a specialization in Information and Communication in Organizations (companies) or Public Relations Management or equivalent.

B) Professional Experience

- 5 to 10 years of relevant experience in an operational position.

C) Required Aptitudes

- Good computer skills;
- Good knowledge of the media;
- Good knowledge (spoken and written) of French and English.

D) Required Attitudes

- Listening to people and events;
- Maintain and develop a network of relations;
- Prioritize information according to their importance and urgency;
- Argue, refute, convince;
- Interact with various stakeholders;
- Knows very well to handle required duties, excellent general knowledge.

5. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- The Permanent Secretary.

2.2 Assistant to the Permanent Secretary

1. LOCALISATION

- Permanent Secretariat

2. ATTRIBUTIONS (MANDATE)

The Assistant to the Permanent Secretary is responsible for assisting the Permanent Secretary in the organization and execution of his activities and managing his relations with internal and external interlocutors. He/she is also charged with organising his secretariat, receiving delegations, executing specific duties and ensuring the organization, processing and coordination of information flow at the Permanent Secretariat.

3. PRINCIPAL ACTIVITIES

A) Executive assistants

- Ensure overall coordination of activities at the Commission;
- Ensure the preparation and the secretariat of coordination meetings;
- Follow-up on the travel schedule of the Permanent Secretary and his visits abroad;
- Receive VIP guests;
- Assist the Permanent Secretary in the secretariat of meetings of the Conference of Ministers or the Coordinating Committee;
- Assist the Permanent Secretary in the management of activities including planning and organizing the periodic meetings with various officials of the Commission and staff representatives;
- Monitor the implementation by the various leaders of instructions given by the Permanent Secretary, especially those taken during staff meetings;
- Assist the Permanent Secretary in corporate and social communications by providing relevant press information on activities of the SRFC and facilitating public relations.

B) Secretariat

- Filter and respond to important calls in the absence of the Permanent Secretary;
- Oversee the management of ordinary and confidential mail;
- Ensure the maintenance, classification and archiving of records and documentation of the Permanent Secretary;
- Enter and format the letters of the Permanent Secretary, notes and documents;
- Take charge, independently of specific tasks at the request of the Permanent Secretary;
- Provide telephone and physical reception;
- Ensure the supply of the Permanent Secretariat with office supplies;
- Any other duties assigned by the Permanent Secretary.

4. REQUIRED PROFILE

A) Education

- Higher education equivalent to Bac + 4 / 5 and executive assistance.

B) Professional Experience

- 5 years of relevant professional experience.

C) Required Aptitudes

- Good knowledge of MS Office (Word, Outlook, Excel, PowerPoint) ;
- Excellent knowledge of French and English, both written and oral.

D) Required Attitudes

- Respect relations;
- Be thorough and organized;
- Be discreet and available;
- Have a spirit of initiative and autonomy.

5. HIERARCHICAL RELATIONSHIP

A) Direct Superior

- The Permanent Secretary.