



Tuvalu Fisheries Support Programme Phase 2

Department of Fisheries
Ministry of Fisheries and Trade
Vaiaku, Funafuti
Tuvalu



Job Description

TFSP2 Project Manager

Project Funded

Reports to: Director of Fisheries

Summary of the Position: The Project Manager for the Tuvalu Fisheries Support Programme Phase 2 (TFSP2) will support the Fisheries Adviser in the day to day management of the project. He or she will progressively take over responsibility for project management, and will plan and implement project activities, meet financial and administrative requirements, and prepare project reports.

Location: The position will be located in the Fisheries Department office at Teone. Some travel to monitor activities in the outer islands will be required.

Specific Responsibilities:

Working closely with the NZ-funded Fisheries Adviser, the Project Manager will progressively take over responsibility for management of the TFSP2 Project, specifically:

- Planning project activities, in line with project objectives, including consultation with TFD staff and other stakeholders on the annual plan;
- Preparing an annual work plan and budget as required by the Grant Funding Agreement with the funding agency, NZ MFAT;
- Driving the implementation of activities on a timely basis in line with the annual work plan and budget;
- Managing procurement of equipment and supplies, both within Tuvalu and overseas – developing a procurement plan, preparing specifications, evaluating quotes received and making recommendations to the Central Procurement Unit;
- Developing terms of reference for consultancies, managing a competitive process for their selection, and assisting the Fisheries Department Senior Management Committee (SMC) in the selection process;
- Following up on payments with the Ministry of Finance (both incoming transfers and payments to suppliers) working with the Executive Officer of the Department;
- Ensuring that project supplies are cleared and delivered to TFD promptly, checked, and where appropriate sent on to the outer islands;

- Preparing annual budgets broken down by natural account, in line with requirements of the Ministry of Finance;
- Checking carefully on expenditure recorded by the Ministry of Finance, and maintaining separate records to allow reporting on expenditure by project output as required by MFAT;
- Preparing six monthly and annual reports for the Department and MFAT, as well as any project checklists and any reports required by the aid management unit of the Ministry of Finance;
- Organising, and keeping records of, six monthly meetings of the project Governing Council, which comprises the Fisheries Department SMC and representatives of MFAT;
- Providing occasional reports to the media on project activities and achievements;
- Any other tasks required for the efficient implementation of the project;
- Any other duties assigned by the Director of Fisheries.

Special conditions:

- The position is open only to Tuvaluan nationals;
- Applicants must be fit and healthy, and able to undertake some physical work when required.

Requirements:

Essential (minimum) requirements:

Qualifications:

A University degree in a subject relevant to Fisheries and/or project management

Skills

- An understanding of Fisheries in Tuvalu and the programmes of the Fisheries Department
- Excellent communication skills (speaking and writing) in English
- Good organization and planning skills
- A knowledge of Government financial and administrative procedures
- Good computer skills and familiarity with MS Office applications
- Knowledge of project planning and reporting

Desirable (extra) requirements:

- A postgraduate qualification in a relevant subject
- Experience of working on a donor funded project

Terms and conditions

This position is funded by the New Zealand-funded TFSP2 project and is a contract position for a maximum of four years. The Project Manager will be engaged initially on a one-year contract, which may be extended for a further three years depending on performance.

The starting salary is \$1,050 per fortnight equivalent to \$27,300 per year. A housing allowance of \$1,000 per month will also be payable. There will be annual pay increments subject to performance.

This is a Project position, so terms and conditions under the GAO are not applicable. However the contract will comply fully with the requirements of the Labour and Employment Relations Act 2017.

Recruitment

The opportunity will be advertised on radio, fisheries website and facebook, with candidates required to apply in writing providing a letter explaining their interest in the position, and a C.V. giving their qualifications employment history and the contact details of at least 2 referees. Academic transcripts will only be required for shortlisted candidates.

The position will be advertised from 28th February to 11th March. Applications will close on 18th March, and interviews will be carried out soon after this.

Applications should be sent by email to michaelb@tuvalufisheries.tv or delivered to the Fisheries Office at Teone marked for the attention of the Fisheries Adviser.

Advice for applicants:

- Please write your application letter in English.
- Please explain in the letter how you think your qualifications and experience match the requirements of the job given in the job description.
- Provide a C.V. and the contact details for at least two referees – it is not necessary to provide academic transcripts or reference letters at the time of application.
- Confirm that you are a Tuvaluan national and able to live in Funafuti for the next four years.
- If you are currently overseas, please explain how and when you will be able to return to Tuvalu to take up the job.
- It is best if you can send your application by email. You should get an email reply to confirm it has been received. If you do not get a reply within two working days, send it again.
- If you deliver your application by hand to the Fisheries Department – make sure it will be given to the Fisheries Adviser Michael Batty.