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FINANCE AND ADMINISTRATION COMMITTEE**

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**STAFF ESTABLISHMENT**

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**WCPFC7-2010-FAC4/11  
13 November 2010**

**Introduction**

1. The purpose of this paper is to seek endorsement for the establishment of an assistant manager position within the Science Programme to support the Science Manager whose work load has become excessive. As outlined below, the Science Programme has developed considerably since 2005 when the Science Manager position was created as the sole operational position dedicated to implementing the technical aspects of the in Science Programme and to support the Scientific Committee.

**Establishment of a new position: Assistant Manager – Science Programme**

2. In the budget presented to WCPFC2, Pohnpei, Federated States of Micronesia, 11- 16 December 2005, the Science Programme budget consisted of three items totalling USD319,500 and the Indonesia and Philippines Data Collection Project (IPDCP) was budgeted at USD167,000. The 2011 proposed budget for the Science Programme consists of nine more complex activities totalling USD1, 066,000 and the IPDCP has blossomed into the Western Pacific East Asia Oceanic Fisheries Management Project, a multi-country, multi donor project with demanding management and reporting obligations that fall primarily on the Science manager position at present. The project's expenditure budget for 2011 is estimated as a minimum of USD406,000 and it will be necessary to prepare a project document for the continuation of the work as a larger GEF funded project. The complexity of servicing the Scientific Committee and the demands of attending important scientific workshops and meetings has also increased markedly since 2005 as the Science Programme has developed and grown. The appointment of the Science Manager as Interim Executive Director for the majority of 2010 brought this ever increasing workload into sharp focus, consequently it is proposed that an assistant manager position be created at level K<sup>1</sup> in the Commission's salary grades in order that the science work of the Commission can be appropriately resourced. The cost of recruiting and staffing the proposed position is estimated at USD194,399 in 2011 and without prejudice to the Committee's budget decisions this amount has been included in the 2011 proposed budget. A draft terms of reference for the position is attached for consideration.

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<sup>1</sup> This is the standard classification level of the Commission's assistant manager positions.

## **Recommendation**

That the Committee recommend the establishment of a position of Assistant Manager – Science Programme at salary grade K, to the Commission.

**Attachment to WCPFC7-2010-FAC/11**

### **Draft Terms of Reference: Assistant Manager Science Programme**

The Assistant Manager Science Programme (AMS) will assist the Science Manager of the Commission in respect of the preparation and coordination of the technical aspects of Science Committee Meetings including the preparation of papers as required by the Science Manager; the management of Science Programme projects and related contracts; Science Programme data compilation, dissemination and analysis; the maintenance of Science Programme electronic and hard copy records and publications; and otherwise support the work of the Science Programme and the Science Manager.

### **DUTY STATEMENT: ASSISTANT MANAGER - SCIENCE PROGRAMME**

**Organizational relationships:** AMS reports to the Science Manager. S/he may contact senior members of Member countries, other organizations, consultants and contractors or agencies within the capacity of the position as authorized by the Science Manager.

**Key responsibilities:** The AMS supports the Science Manager in respect of the preparation and coordination of the technical aspects of Science Committee Meetings including the preparation of papers as required by the Science Manager; the management of Science Programme projects and related contracts; Science Programme data compilation, dissemination and analysis; the maintenance of Science Programme electronic and hard copy records and publications; and otherwise support the work of the Science Programme and the Science Manager.

### **Duties will include:**

- assistance to the Science Manager in the full range of Scientific Programme activities;
- specific research projects on behalf of the Commission;
- assist translation of the decisions of the Commission and the Scientific Committee relating to their scientific activities into operational plans and procedures, and their implementation by the Secretariat;
- provide review of research results and assembled information to support scientific and technical initiatives of the Commission and the Scientific Committee;
- assist the Secretariat's inter-sessional communication with Members and other stakeholders on scientific matters, and coordination of Commission Member and other stakeholder participation in the Scientific Committee;
- Any other duties as required by the Science Manager.

### **Qualifications and Experience**

- Appropriate tertiary qualifications with a minimum of a Master's degree in fisheries science or a related field and several years' relevant experience in fisheries science and administration;
- Broad knowledge of marine science, fisheries biology, oceanography, socio-economics, international fisheries negotiation and the role of NGOs;
- Appreciation for the nature of the Western and Central Pacific Fisheries Commission, the role of the Secretariat and the aspirations of CCMs.
- Detailed knowledge and experience in the monitoring and management of oceanic pelagic fisheries related projects, preferably with an emphasis on tuna; this

includes strategic planning, budgeting and contract development.

- Demonstrated ability in applicable computer science and in project management.
- communication skills in English of a high order, particularly in written and oral presentation of scientific advice to audiences at many levels;
- Readiness to undertake travel in support of the Commission's work.