

CARIBBEAN REGIONAL FISHERIES MECHANISM SECRETARIAT (CRFM)

DETAILS OF THE POST OF EXECUTIVE DIRECTOR

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Regional Fisheries Mechanism Secretariat (CRFM) with assigned duty station in Belize.

2. FUNCTIONS OF THE POST

The Executive Director is responsible for the provision of overall direction and leadership to the CRFM and for coordinating the development and implementation of approved regional policy aimed at achieving long-term sustainable use, conservation and management of the living marine and other aquatic resources including aquaculture development through Programme Management, including strategic planning, monitoring and evaluation, financial management, and resource allocation. The Executive Director will focus on the development of policies, programmes and projects and the acquisition of funding to address the priority areas as identified and approved by regional policy-makers, and will ensure that the CRFM maintains a relevant and coherent mission.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess an Advanced University Degree and extensive technical and professional experience in fisheries, aquaculture, planning, organizing, and coordinating policy development and the implementation of programmes and projects relevant to the goals and functions of the CRFM as follows:

A PhD in fisheries or marine resource management, fisheries biology, fisheries science, economics, aquaculture, marine policy and law, public administration, business administration, project management, or in a related field **plus** seven (7) years relevant working experience at an executive management or senior management level in regional or international fisheries management and development.

OR

A Masters Degree in fisheries or marine management, fisheries biology, fisheries science, economics, aquaculture, marine policy and law, public administration, business administration, project management, or in a related field plus ten (10) years of relevant work experience at an executive management or senior management level in regional or international fisheries management and development.

Applicants should also possess

- (i) At least five years of experience in fisheries research, management and policy formulation, preferably in bilateral and international relations, including knowledge of regional fisheries organizations.
- (ii) Extensive professional experience in planning, organizing and coordinating the development and implementation of programmes relevant to the objectives and activities of the CRFM, and particularly in management and provision of budgetary oversight for programme delivery.
- (iii) Outstanding competencies in regional institutional management, entrepreneurship, project / programme management and fisheries and marine policy formulation and implementation;
- (iv) Exceptional Management and Leadership skills
- (v) Strategic Planning and Management competencies
- (vi) Exceptional Communication skills
- (vii) A good working knowledge of information technology applications

Candidates should be bi-lingual with English as their mother language, with competence in Spanish or French.

4. **DUTIES AND RESPONSIBILITIES**

Under the direction of the Chairman of the Ministerial Council and oversight of the Forum, **the Executive Director**, is responsible for the development and implementation of the policies, programmes and activities of the CRFM and reports thereon to the Ministerial Council through the Caribbean Fisheries Forum. The incumbent will be required to, among other things:

- a) **PREPARE** a Strategic Plan for the CRFM with a eight-year horizon taking into consideration CRFM's Mission Statement, its internal and external environment and the needs and priorities of the CRFM's Member States and stakeholders;
- b) **CONDUCT** regional and national fisheries research policy priority analyses;
- c) **ESTABLISH** procedures to implement policy directives and **undertake** a leadership role in interpreting policy, programmes and project conceptualization and formulation with CRFM's collaborating agencies, clients and other stakeholders and **make** contributions with respect to priority areas as a whole;
- d) **PROVIDE** the Forum of the CRFM with up-to-date decision support information flowing out of policy analyses, market research studies, socio-economic

studies, impact assessment studies, fisheries assessment and studies and statistical analyses, technology evaluation, ex-ante and ex-post economic and social analyses, etc. and **prepare** management reports, policy advice to facilitate Forum review and decisions-making by the Ministerial Council of the CRFM;

- e) **DIRECT** the CRFM Secretariat's consultation process with Member Governments, Fishers, development partners and collaborators and other stakeholders in the development and finalization of the Strategic, Medium Term and Operational Plans for the CRFM across the countries in which the CRFM functions;
- f) **REPRESENT** the CRFM at high level meetings, conferences and seminars with Donors, Regional Governments and other stakeholders, and **project** the CRFM as the Region's Premier Fisheries Organization;
- g) **ADVISE** Management on the CRFM's Secretariat policies and **provide** leadership in the development of Policies, Programmes and Projects and associated budgets and **ensure** that mechanisms for implementation are in place;
- h) **COORDINATE** the preparation and appraisal of the CRFM's Secretariat's Programme and Projects arising out of the Strategic and Operational Plans including the Biennial Work Plan;
- i) **BUILD** and maintain a network of development partners and mobilize resources to support the work of the CRFM;
- j) **PREPARE** background papers, advisory documents, policy recommendations and a reports on the activities and the programme of work of the Secretariat for submission to the Forum and Ministerial Council at their regular and special sessions, and coordinate the publication of the report and the proceedings of the Meetings, including meetings of any subsidiary bodies and working groups related to the work of the CRFM;
- k) **BUILD** support and relationships with Member States and other fisheries organization;
- l) **LEAD AND MANAGE** the CRFM Secretariat's Senior Management Team in support of the CRFM Secretariat's collegial, creative and team working culture, and participants in the Business Committee Meetings;

- m) **ENSURE** the implementation and maintenance of the highest professional and ethical standards and principles of good governance in the Secretariat; and
- n) **PERFORM** any other duties in line with job responsibilities that may be assigned by the Ministerial Council of the CRFM or the COTED.

5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

6. **SETTLEMENT GRANT**

On assumption of duty at the duty station, the officer shall be paid a settlement grant in respect of self, spouse and each eligible child or dependant (up to two), provided that the total number of children and other dependants does not exceed five in all.

7. **RECRUITMENT AND APPOINTMENT**

Appointment will be on contract up to three (3) years or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the CRFM.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen years, unmarried and dependent on the officer) and for such other dependents to a maximum of two as may be approved by the CRFM provided that the number of children and other dependents does not exceed five in all.

In addition to passages, the officer will be granted the following transportation allowances:

- (i) ocean freight charges, including insurance, for shipping personal and household effects to the duty station, not exceeding 1250 cubic feet, plus a motor car (if the officer already owns one);
- (ii) the cost of transporting baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence;
- (iii) the cost of packing and crating personal and household effects.

8. **LEAVE**

The officer will be eligible for the grant of vacation leave at the rate of thirty-five (35) working days a year, a leave grant after twelve months of service in respect of the officer, spouse and up to two dependent children and eligible for twenty-eight (28) days sick leave a year. All leave earned must be taken within the period of the contract.

9. **PRIVILEGES AND IMMUNITIES**

The officer will be accorded such privileges and immunities that are available to staff members of the Caribbean Community at the assigned duty station.

10. **GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE**

Subject to the acceptance by the Secretariat's insurance carrier, the officer will be required to participate in the Secretariat's group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

11. **SUPERANNUATION**

An officer on contract will, subject to satisfactory service, be eligible for a gratuity at the rate of twenty per cent of basic salary, computed on the basis of completed periods of three months' service and payable at the end of the contract. Where the appointment is on secondment, the CRFM will pay to the officer's substantive employer, over the period of secondment, a contribution not exceeding twenty-five per cent of the pensionable salary normally payable to the officer by that employer so as to maintain the pension status of the officer in the substantive employment.

12. **APPLICATIONS**

Applications in English Language with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (**including email addresses**) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

**Executive Director
Caribbean Regional Fisheries Mechanism (CRFM) Secretariat
Princess Margaret Drive
Belize City**

Or by electronic mail to: secretariat@crfm.int and delmar.lanza@crfm.int

13. The position will remain open until filled.