

23 October 2009

SUBJECT:

COORDINATOR, BIOSECURITY AND TRADE SUPPORT

1. Applications are invited for the position of Coordinator, Biosecurity and Trade Support. The closing date for applications is 30 November 2009.

2. The attached statement sets out the duties, responsibilities, qualifications, experience and skills required for the position, plus the terms and conditions of employment. This is a three-year appointment, renewable subject to performance and continued funding availability.

3. Recruitment for the position will follow standard selection procedures, with the successful candidate being chosen by the Director-General on the basis of merit.

Richard Mann

Acting Director-General

Attach.

Original text: English

SECRETARIAT OF THE PACIFIC COMMUNITY

POSITION DESCRIPTION

COORDINATOR, BIOSECURITY AND TRADE SUPPORT

BACKGROUND

The Secretariat of the Pacific Community (SPC) is an international organisation that provides technical and policy advice and assistance, training and research services to its Pacific Island members. It works in a wide range of sectors, including natural resources (agriculture, fisheries and forestry), health, statistics, human development, social issues, and information and communication technology. Established in 1947 as an international organisation, SPC has 26 member countries and territories. English and French are its working languages. The organisation has been expanding rapidly and now has approximately 400 staff and a total annual budget of XPF (French Pacific francs) 8 billion (approximately USD 90 million).

SPC's headquarters is in Noumea, New Caledonia. It also has regional offices in Suva, Fiji Islands and Pohnpei, Federated States of Micronesia and national offices in Honiara, Solomon Islands as well as Port Moresby, Papua New Guinea. The organisation has gained a reputation for providing 'real solutions to real problems' in the Pacific (SPC Corporate Review, 2005) and strives to maintain professionalism, integrity and pragmatism in delivering its services. Additional information on SPC can be found on its website: www.spc.int.

The SPC Land Resources Division (LRD) is currently implementing its second integrated Strategic Plan, 2009–2012, which integrates its assistance to SPC members in the areas of crops, livestock and forestry. LRD's goal is to improve food security, increase trade and assist the Pacific Community to be more prosperous and healthy and to manage its agricultural and

forest resources in a sustainable way. To attain this goal, LRD has the following three objectives:

- food and nutritional security;
- integrated and sustainable agriculture and forestry resource management and development; and
- improved and increased trade in agricultural and forestry products.

A number of outputs are to be achieved to address the major issues under each of the objectives. LRD has a management structure anchored on seven thematic area teams, each with a Team Coordinator. These thematic area teams include: Plant Health; Animal Health and Production; Biosecurity and Trade Support (BATS); Forestry & Agriculture Diversification; Crop Production and Soils Management; Genetic Resources; and Forests and Trees. Three support teams – Agriculture and Forestry Policy; Information, Communication and Extension; and Administration – provide support across the seven thematic areas.

SPC wishes to recruit a Coordinator for the BATS thematic area team of LRD. The successful candidate will coordinate the work of the BATS team and contribute to the work of other LRD thematic area teams where she or he has competencies, to contribute to the achievement of the division's strategic objectives.

DUTIES AND RESPONSIBILITIES

Under the supervision of the LRD Director, and in collaboration with member Pacific Island countries and territories (PICTs) and other SPC biosecurity, plant health and animal health staff, the Coordinator, Biosecurity and Trade Support will work to:

- maintain effective biosecurity systems that facilitate trade and tourism while limiting incursions of new pests, diseases and weeds (prevention);
- collaboratively build capacities and develop nationally and regionally coordinated response systems to eradicate or contain outbreaks of new pests, diseases and weeds (preparedness);
- collaborate with national, regional and international partners to build synergies in minimising threats or effects of pests whilst facilitating trans-boundary and internal movement of people, goods and services (partnerships).

In particular, the functions of the position include:

- Supervising staff in the BATS thematic group;
- Managing the biosecurity and trade facilitation activities of regional projects and programmes for which LRD leads the implementation;
- Contributing to strategic planning, financial control and report preparation for LRD;
- Collaborating with other LRD thematic area teams on multi-disciplinary initiatives;
- Contributing to regional and international fora on biosecurity and trade facilitation issues;
- Contributing to the SPC position on regional Aid for Trade (AfT) strategy and initiatives;
- Consulting with relevant bodies, specifically the Regional Technical Meeting for Plant Protection (RTMPP) and the Pacific Plant Protection Organisation (PPPO);
- Executing the Secretariat functions of PPPO – ensuring timely distribution of information, technical material and publications related to the International Plant Protection Convention (IPPC) and associated activities to the PPPO members;
- Organising regional workshops, meetings and consultations on behalf of PPPO;

- Representing PPPO on various regional and international fora, including the PPPO Technical Consultation and the Oceania Customs Organisation;
- Establishing and maintaining appropriate national, regional and international networks necessary for an effective biosecurity and trade facilitation service;
- Liaising with the Pacific Islands Forum Secretariat Trade Division on the management and implementation of the Pacific Agreement on Closer Economic Relations-Regional Trade Facilitation Programme (PACER-RTFP) and the Pacific Regional Economic Integration Programme (PACREIP);
- Managing the component of the Pacific Horticulture and Agriculture Market Access (PHAMA) project component 4 that will be implemented by LRD;
- Managing the project on the 'alternative disinfestations treatments for fresh produce commodities from Pacific countries and territories' funded by the Australian Centre for International Agricultural Research (ACIAR);
- In collaboration with the IPPC Secretariat, implementing the WTO/STDF-funded (World Trade Organization/Standards and Trade Development Facility) project on the use of the Pacific Capacity Evaluation (PCE) tool;
- Facilitating the adoption of international and regional phytosanitary and food quality standards that comply with international conventions, treaties, protocols and agreements;
- Assisting with capacity building in import risk analysis and related quality assurance activities and updating of national pest lists;
- Coordinating the review and amendment, if appropriate, of national quarantine (biosecurity) laws and their implementation through appropriately modified national quarantine procedures;
- Developing and maintaining regionally coordinated pest surveillance and emergency response procedures and contingency plans;
- Coordinating a regional public awareness campaign to increase the compliance of travellers and traders with national biosecurity (quarantine) laws and procedures;
- Assisting with the provision of technical and advisory support to PICTs' quarantine (biosecurity) services to conduct technically rigorous import risk analysis and develop technically sound import conditions that are consistent with global norms and meet the individual country's acceptable level of protection;
- Working collaboratively with PICTs and LRD staff to facilitate the implementation by PICTs of appropriate post-entry quarantine regulatory processes that are consistent with international norms;
- Managing the regional WTO Agreement on the Application of Sanitary and Phytosanitary Measures enquiry and information exchange point;
- Attending trade negotiations in an advisory capacity;
- Training of PICT quarantine officers on import risk analysis and market access and development of technically sound import and export conditions that are consistent with international norms and meet a country's acceptable level of protection;
- Assisting with arrangement and facilitation of regional and national workshops on subjects relevant to the functions of the position; and
- Other related duties as may be required by the LRD Director.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- A post-graduate degree in agricultural, veterinary, biological or environmental sciences, with specialisation in biosecurity (quarantine) or trade-related disciplines;
- At least eight years of experience in a professional environment dealing with national or international trade-related quarantine policy and procedures;

- Good knowledge of relevant international biosecurity and trade agreements, conventions and protocols, and regional trade agreements and how they impact biosecurity, biosafety, food quality and the environment;
- Good knowledge of international standard setting processes for sanitary and phytosanitary measures associated with agricultural trade;
- Good knowledge of principles of biosecurity (quarantine) laws and familiarity with biosecurity regulatory systems in the region;
- Knowledge and experience of Pacific Island cultures and a working knowledge of quarantine services in the Pacific;
- Familiarity with pre-export biosecurity treatments of commodities;
- Familiarity with biosecurity systems and practices in PICTs;
- Proven planning and organisational skills;
- Good communication skills with excellent verbal and written English;
- Training skills and demonstrated ability to train partners in areas of competency;
- Motivational, leadership and supervision skills;
- Cultural and gender sensitivity;
- Excellent interpersonal skills with an aptitude for high-quality service;
- Ability and willingness to assist with a variety of other tasks and a flexible approach toward working within a team environment;
- Highly developed information literacy and advisory skills:
 - ability to source appropriate information,
 - ability to judge relevance of information for target audience, and
 - ability to adapt information for maximum impact on target audience;
- Ability to influence various client groups from farmers to attendees at international fora;
- Strong budget preparation and monitoring and work programme planning skills;
- Proven skills in project proposal writing; and
- High level of computer competency in word processing, spreadsheets, PowerPoint and email.

Highly desirable

- Demonstrated ability to identify and analyse key needs for biosecurity and trade facilitation in the region, to relate them to the LRD strategic plan and to source funds to address those areas;
- Good broad knowledge of Pacific Island agricultural systems;
- Broad understanding of the cultural diversity of the region; and
- Knowledge of instructional techniques and experience in the design and implementation of training programmes.

SALARY, TERMS AND CONDITIONS

SALARY AND ALLOWANCES

The starting salary will depend on experience and qualifications. The position is currently in Grade J of SPC's salary scale.

Salaries for staff recruited internationally are set in SDR (Special Drawing Rights) and paid in the local currency, i.e. Fijian dollar (FJD) in Fiji. The salary range for this grade is SDR 2,752–3,723 per month. At prevailing exchange rates these amounts convert into approximately FJD 8,552–11,570 per month (USD 4100–5600; € 2900–3900).

SPC subsidises housing. A housing allowance of 75 per cent of the total rental, up to a limit of FJD 2,625 per month, will be provided. The minimum housing allowance payable is FJD 1,170 per month.

In addition, an establishment grant will be payable to non-residents of Fiji Islands. Where appropriate, an education allowance will be paid.

While SPC remuneration is not subject to income tax in Fiji Islands at the present time, this status is currently under review by the Government of Fiji Islands and it is possible that Fiji nationals will be required to pay income tax in the future.

TENURE

The appointment is initially for a period of three years, subject to a one-year probationary period, with the possibility of renewal for a further period depending on performance and continued funding availability.

DUTY STATION

Suva, Fiji Islands.

LEAVE

Annual leave will accrue at the rate of 25 working days per annum.

Sick leave is 30 working days per annum.

MEDICAL BENEFITS

SPC's Staff Medical Insurance reimburses doctors' fees, the cost of prescribed medicines, surgical and hospital costs, etc. up to certain percentages and limits. Supplementary medical insurance is available to increase these percentage reimbursements and limits.

PROVIDENT FUND

The appointee will be eligible for membership in SPC's Staff Provident Fund. Staff members contribute 8 per cent of their base salary, to which SPC adds a matching contribution.

FARES AND REMOVAL EXPENSES

For an appointee recruited outside Fiji Islands, the cost of air fares by the most direct and/or economic route for the appointee and recognised dependants, and reasonable removal expenses by sea of personal and household effects, will be met by SPC on appointment and termination.

COMPUTING ENVIRONMENT

SPC has a standardised computing environment based on Microsoft Office running under Microsoft Windows.

SMOKE-FREE ENVIRONMENT

Smoking is not permitted in the workplace.

EQUAL OPPORTUNITIES

SPC is an equal-opportunity employer. Recruitment is based on merit. If two shortlisted candidates are judged to be equally qualified, preference will be given to Pacific Island nationals.

ADDRESS AND CLOSING DATE FOR APPLICATIONS

Applications should be addressed to the Deputy Director-General (Suva Regional Office), Secretariat of the Pacific Community, Private Mail Bag, Suva, Fiji Islands, to arrive by 30 November 2009.

Applications may be submitted by fax (+679 3370 021) or emailed to recruitsuva@spc.int (preferably as an electronic attachment in Microsoft Word format).

Applicants should provide their curriculum vitae and address the selection criteria for the position in their covering letter. They should also provide three written references.