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## **TERMS OF REFERENCE EXECUTIVE DIRECTOR**

### Qualifications:

The incumbent should have university-level qualifications, preferably at post-graduate level, in relevant field, for example, fisheries science or biology, fisheries economics, international law and international relations. He/she should have at least ten years relevant experience in fisheries management, policy formulation and implementation, preferably including multilateral relations. He / she should have the ability to exercise a high degree of professional initiative and autonomy, that has been demonstrated to a high degree in her/his record of employment and performance. The incumbent must also be experienced in the organization of international meetings and the preparation of budgets, working documents and reports.

Other essential requirements include demonstrated ability to run a multifaceted organization with diverse membership and staff and including competence in the selection of staff; demonstrated ability to supervise professionals in subject field; demonstrated organizational and management ability in the context of international organizations, and familiarity with the use of word processing, spreadsheets and database management systems. It is essential that the occupant of this position processes high level diplomatic and representational skills to represent the organization regionally and internationally as required.

Highly desirable requirements include: a high degree of adaptability and ability to cooperate effectively with people of different nationalities and of various social and cultural backgrounds and education levels.

### Terms of reference

Pursuant to Article 15 of the *Convention for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean*, the Executive Director is the chief administrative officer of the Commission. The Executive Director shall be responsible for implementing the policies and activities of the Commission and shall report thereon to the Commission. He / she shall also act as Secretary to the subsidiary bodies established by the Commission, as required. The incumbent will have overall responsibility for planning, coordination, financial management and administration of the Commission in accordance with the Convention and the decisions of the Commission and shall be accountable to the Commission therefore.

He / she will in particular:

- a) Receive and transmit the Commission's official communications;
- b) Maintain high level contacts with appropriate government officials, fishery institutions and international organisations concerned with tuna fisheries to facilitate consultation and cooperation between them on information collection and analysis;

- c) Maintain an active and effective network of national focal points for routine communication of progress and results of the activities of the Commission;
- d) Prepare and implement work programmes, prepare budgets and ensure timely reporting to the Commission;
- e) Authorise disbursement of funds in accordance with the Commission's budget;
- f) Account for the funds of the Commission;
- g) Stimulate interest among Members of the Commission and potential donors in the activities of the Commission and in possible financing or in implementing of pilot projects and complementary activities;
- h) Promote, facilitate and monitor the development of databases for resources assessment of biological and socio-economic research to provide a sound basis for conservation management;
- i) Organise sessions of the Commission and its subsidiary bodies and other related ad hoc meeting;
- j) Prepare background papers and an annual report on the Commission's activities and the programme of work for submission to the Commission at the regular sessions, and arrange the subsequent publication of the report of the proceedings of the Commission as well as its subsidiary bodies and related ad hoc meetings;
- k) Represent the Commission at international meetings and other forums; and
- l) Perform other related duties as required.

The Executive Director resides in Pohnpei, Federated States of Micronesia where the secretariat of the Commission is headquartered. There are currently 34 international and local staff and contractors at the secretariat. The Commission's website contains a range of information relating to the Commission.