



CARIBBEAN REGIONAL FISHERIES MECHANISM SECRETARIAT

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APPENDIX 1.1

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Job and Position Descriptions

The purpose of Job and Position Descriptions is to ensure that the important duties and responsibilities for each position in the CRFM Secretariat are set forth in a uniform and consistent way. When each Job or Position Description, either new or revised, is prepared and approved, it becomes an official CRFM Secretariat practice. Each employee is therefore required to become thoroughly familiar with the Description, not only for his or her own job, but for those of his or her superiors and/or subordinates.

Responsibilities for Job and Position Descriptions

The Corporate Services Department is responsible for preparing descriptions for new or revised jobs.

Descriptions will be prepared when a new Job or Position is created, or when an existing one is significantly altered. Changes to a position's character shall not be implemented until the new Job / Position Description has been approved.

Uniformity of Application

Each Technical and Support description will be prepared to the same level of completeness and conciseness in clear and easily understood terms. All Descriptions will be prepared on the basis of the following guidelines:

- (a) They are logically organized utilizing simple and straightforward language.
- (b) They are concerned only with the duties and responsibilities of the job, not the performance or characteristics of persons filling the positions.
- (c) They must describe the particular environment in which the job is performed.
- (d) They include the job's purpose and function; the place in the CRFM Secretariat's organizational structure; the employee's authority and responsibility and the process to which the job contributes.

The Job Evaluation Forms

Each Job and Position Description includes information on a form which includes the following:

1. The complete Title by which the Job / Position is known at the Caribbean Regional Fisheries Mechanism (CRFM) Secretariat and which is shown on the approved Organization Chart.
2. The Title of the person to whom the Job / Position incumbent reports.
3. The Programme within the CRFM Secretariat in which the particular Job / Position Title is found.
4. The Unit in which the Job / Description is located.
5. The Sub-Regional / Country Office or Headquarters Office in which the particular Job / Position is found.
6. A brief, comprehensive Summary Statement indicating the purpose of the job. This reflects the significant involvement of the incumbent with data, people and / or thing in accomplishing the objectives of the Caribbean Regional Fisheries Mechanism.
7. Each Duty of the job is listed and described either in order of importance, as in terms of what, how much and how well it has to be done; in chronological sequence; or in terms of time frames.
8. Each of the items used by the job incumbent is captured in the Work Field Data.

Work Field Data include Organization of the necessary Machines, Tools, Equipment and Work Aids which are used to carry out specific functions of the job. These are defined as follows:

- Machines are devices which are a combination of mechanical parts with the framework and fastenings to support and connect them, designed to apply a force to work on or move materials or to process data. A machine may be activated by hand or foot power and may use electricity. Examples are adding machines, typewriters, posting machines, combines, tractors.
- Tools are implements which are manipulated to work on or move materials. Included here are all common office, farming tools etc.
- Equipment includes devices such as switchboards and telephones.
- Work aids are miscellaneous items which cannot be considered as machines, tools and equipment and yet are necessary for carrying out the work. These include things such as Manuals.

Examples of Work Field Data are shown below:

Machines	Tools	Equipment	Work aids
Combine Harvester	Tags	Telephone	Hose
Conveyor	Hooks	Switchboard	Sprinkler
Tractor	Tackle		Log Book
Mowing Machine			Manuals
			Registers

Work Fields refers to the specific kind of technical, professional methods and techniques to be applied in relation to the job. The Work Field identification can be further classified into Skilled, Semi-skilled and Un-skilled groupings.

Skilled Occupations

Skilled occupations are those which specifically relate to Scientific, Financial and Management skills that require a thorough knowledge of the processes involved in the work and allow for a considerable degree of independent judgment.

The identifying characteristic of the skilled worker is exposure to technical / professional training and education programmes. The skilled worker's efforts demonstrate originality and ingenuity in performing a wide variety of investigative, planning, accounting, controlling and administrative functions.

The skilled worker group includes Scientists, Accountants, Lawyers, Financial Analysts and Administrators.

Semi-skilled Occupations

Semi-skilled occupations require ability of a high order to execute fairly well defined work routines. It involves moving through the various educational and training programmes necessary to achieve skilled status or becoming more skilled in a particular job while not adding new or different skills to the inventory.

Semi-skilled workers perform under general supervision and do not exhibit the high degree of independent judgment necessary for the skilled jobs. This group requires extensive practical experience while not requiring the high level of education and technical training as for the Skilled workers.

The Semi-skilled group includes most Administrative Personnel, Accounting Assistants and such persons who are responsible for undertaking research activities or verifying, recording and compiling a variety of data.

Unskilled Occupations

Unskilled workers follow verbal and written instructions. Their jobs usually involve physical effort, requiring minimum education and only basic communication abilities. Supervisors frequently review their work while it is progressing to ensure conformance with performance standards or standard practices as well as to monitor their learning curve in acquiring skills and techniques.

The Unskilled groups consist of Messengers, Janitors and Labourers who handle simple, routine, manual assignments requiring little technical skill, but either repetitive tasks and / or heavy physical effort for execution.

Some of the Work Fields which characterize the Caribbean Regional Fisheries Mechanism Secretariat's work environment are classified as follows:

Skilled	Semi-skilled	Unskilled
Accounting – Recording	Posting	Cleaning
Programming	Typing	Gardening
Planning	Filing	Portering
Researching	Reconciling	Recording
Administering	Driving	Transporting
Investigating		Stock-Checking
Analyzing		Laying-out
Teaching		

All Job and Position Descriptions are evaluated on Compensable Factors which form the basis for placement in the Job Structure.

Non-Management and Supervisory Job Description Format

The Supervisory format is similar to the Non-Management Job Description format, except for the following:

- Nature and Scope of the Job records group-related tasks in a descriptive manner covering the range of activities of the Job. For example, it includes all that the Supervisor is expected to do in terms of the co-ordination of manpower and facilities placed under his / her control.
- The Principal Organizational Relationships pinpoint the important internal and external contacts that are necessary to the incumbent in carrying out the Accountability Objectives.

Senior Management Position Description

The Senior Management Position Description follows the same format as explained for the Non-Management and Supervisory Job Descriptions, except that the following additional data are included:

- The Accountability Objective describes as concisely as possible the overall purpose of the job while establishing the role of the job holder and the contribution to be made towards achieving the objectives of the Caribbean Regional Fisheries Mechanism Secretariat.

Section I: Dimensions of Position

Dimensions of Position:

(a) Nature and Scope of the Position:

This highlights and describes the activities of employees in relation to the professional, technical and analytical requirements of the job. Short paragraphs with appropriate details are used in describing the main processes of management, that is, writing objectives, planning, organizing, coordinating, operating, directing, controlling and motivating staff, as well as indicating the types of decisions to be made regarding the complexity of the job.

(b) Principal Organizational Relationships:

This Section identifies the salient **Internal and External Relationships** that are important to the incumbent in carrying out the Accountability Objective.

(c) Personnel Supervised by this Position:

The levels of Staff – Managerial, Supervisory and Non-Management – directly and indirectly controlled by the Position are listed in this section.

(d) Equipment, Machines, Tools and Work-Aids Controlled by this Position and used by Subordinates include the following:

This is self-explanatory.

Section II: Principal Activities to attain Accountability Objectives:

1. In this Section each duty is identified and listed, in one of the following ways:
 - Frequency with which the duties are carried out.

- In chronological order.
- In order of importance.
- According to the main processes of management.

Each sentence or small paragraph starts with an active verb, expressing the actual responsibility and simplified with examples and other details as is necessary to indicate the purpose of the job and give a lead to setting targets, performance standards and quality objectives.

Section III: Senior Management Position Description Evaluation:

2-7. The evaluation of the Senior Management Position Description is based on some **Compensable Factors** that are utilized. These are developed in consultation with staff. Note that these are the factors utilized in determining through approved methodology, placement of staff in pay scales, and job structure, hence their usefulness.

QUANTITATIVE FACTORS		
FACTOR 1	-	Experience
FACTOR 2	-	Education
FACTOR 3	-	Technical
FACTOR 4	-	Initiative & Ingenuity
FACTOR 5	-	Decision Making
FACTOR 6	-	Analytical Skill
FACTOR 7	-	Interpersonal / Staff Relations
FACTOR 8	-	Freedom to Act
FACTOR 9	-	Responsibility for Material, Cash etc.
FACTOR 10	-	Supervision
FACTOR 11	-	Job Impact
FACTOR 12	-	Working Environment

FACTOR NO. 1: EXPERIENCE

DEFINITION OF FACTOR:

The **Experience Factor** refers to the acquisition of Knowledge by a worker and covers the time needed to learn the techniques to perform the job adequately.

In the context of CRFM Secretariat the Experience Factor must be related to general educational development and specific vocational preparation to acquire the knowledge and abilities for average performance. The Experience Factor covers formal and informal education and ranges from on-the-job preparation to orientation at work.

FACTOR NO. 2: EDUCATION

DEFINITION OF FACTOR:

Education can be defined as the planned process of learned experiences which could or could not have a specific occupational objective but which enhances the employee's contributions to the CRFM Secretariat. This is done through the workers' reasoning development, language and mathematical skills. The scope of the Education Sub-Factor covers the time spent on academic and vocational types of education and training at Primary, Secondary, Tertiary, Technical and Professional level. The minimum level necessary to perform the functions of the job is defined in the Degree Statement which does not account for on-the-job training.

FACTOR NO. 3: TECHNICAL SKILL

DEFINITION OF FACTOR:

Technical Skill is developed through formal, structured training processes rather than through years of on-the-job experience. Such skills, while required to do specialized jobs, also indicate a level of competence through practical application. Technical Skill pertains to applied science, industrial arts, the professions and trade.

Without such skill, the job would not exist. The level of use is important in the evaluation.

FACTOR NO. 4: INITIATIVE AND INTEGRITY

DEFINITION OF FACTOR:

Initiative and ingenuity refers to an employee's readiness and ability to initiate action to influence the successful outcome of the job at hand through the application of independent judgment. This involves the application of intellectual abilities such as verbal comprehension, reasoning ability and numerical aptitude.

The critical activity involved in this process is analysis of the problem at hand; initiation of action based on the results of the analysis and accountability for the results produced by the action.

FACTOR NO. 5: DECISION MAKING

DEFINITION OF FACTOR:

The **Decision Making** Factor appraises the independent action and the application of judgment from among a set of alternatives and goals. It consists of three elements: choices, alternatives and goals. These relate to analysis of the problem at hand with choice as a relative concept ranging from extremely restricted to unrestricted, where the incumbent makes decision within a context of human, technical and economic constraints; initiation of action based on the results of the analysis involving the process of limiting as well as generating alternatives; and accountability for the results produced by the decision. The incumbent must be able to test the decisions by their contribution to achieving the goals for which they are accountable.

FACTOR NO. 6: ANALYTICAL SKILL

DEFINITION OF FACTOR:

Analytical Skill in the context of the CRFM Secretariat involves the assessment of data, materials, facts or principles to produce some result to be used for managerial decision-making. The analysis could consist of the examination of data to produce, for example, statistical and financial reports; to evaluate the economic potential of a particular fishery or the potential for aquaculture development.

FACTOR NO. 7: INTERPERSONAL / STAFF RELATIONS

DEFINITION OF FACTOR:

The **Interpersonal / Staff Relations** Factor refers to the importance to the CRFM Secretariat for developing workable relationships between Clients, fishers and Fishers' Organizations, Senior Government functionaries, Officers of similar and Senior levels within and across the Member States' and with job incumbents. These contacts, in requiring human interactions with a variety of persons in performing various duties, sometimes occur under difficult and stressful situations. However, they are necessary to accomplish specified objectives. Such relationships require the job incumbent to use varying levels of human relation skills to alleviate situations of conflict or potential conflict in human interactions. This factor assesses the level of such interpersonal contacts.

FACTOR NO. 8: FREEDOM TO ACT

DEFINITION OF FACTOR:

Freedom to Act covers the independent judgment required in a job situation and the ability to apply such judgment outside of situations where there are for example, desk manuals, established procedures, handbooks etc.

Individual jobs vary in the specificity, applicability and availability of guidelines for the performance of assignments. However, employees may use some judgment in developing new methods or approaches to their work.

FACTOR NO. 9: RESPONSIBILITY FOR MATERIALS, CASH, ETC.

DEFINITION OF FACTOR:

The complexity of the responsibility associated with this factor increases in relation to the variety and nature of the problems to be dealt with, particularly with respect to the economic use of CRFM's human, material and cash resources; the care and use of equipment for investigative use and the economical use of office and other supplies; the control of systems and the preparation, analysis and endorsement of records, reports, applications etc.

At the upper end of the scale are jobs which require a high level of understanding of CRFM's Procedural Systems, compliance with Standard Operating Practices, and Administrative and Accounting Procedures in order to achieve the desired level of performance. At the lower end of the scale are jobs with highly repetitive activities in terms of record keeping and manual activity.

FACTOR NO. 10: SUPERVISION

DEFINITION OF FACTOR:

Supervision is the responsibility for directing activities of subordinating by advising, counseling and guiding them with regard to problems that may be resolved using professional principles; implementation of policies or programmes to arrive jointly at decisions and conclusions. It may include interpreting work procedures for groups of workers. Supervision also covers assigning specific duties while maintaining harmonious relations among them and promoting efficiency. Included in supervision is the teaching of job-related subject matter and training of subordinates through explanation, demonstration and supervised practice.

Supervision is exercised by the way in which assignments are made, instructions are given to the employee, priorities and deadlines are set and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions and to participate in establishing priorities and defining objectives.

FACTOR NO. 11: JOB IMPACT

DEFINITION OF FACTOR:

This factor assesses the magnitude of the impact which the job has on the overall end results of the CRFM. End results are measured in terms of CRFM's objectives and how far these go towards satisfying the complementary objectives of the stakeholders, clients, fishers, Governments.

The nature of the impact can be direct or indirect while the level of magnitude may be determined by how much the organization is affected by the jobholder's normal functions.

FACTOR NO. 12: WORKING ENVIRONMENT

DEFINITION OF FACTOR:

The **Working Environment** relates to those conditions within the physical and or atmospheric surroundings of the job holder's situation which make specific demands on the worker's physical capabilities for efficient job performance.

This factor has been broken down into four (4) components as follows:

1. WORK LOCATION / CONDITION:

Work location can be inside, outside or both. Location is considered "inside" if the worker spends about 75% or more time inside and "outside" if 75% or more of time is spent outside; both if the activities occur inside and outside in approximately equal amounts. In the context of the CRFM Secretariat work location also includes working alone, teamwork, group work or working around people.

2. CLIMATIC CONDITIONS:

Working with extremes of heat or variations in temperature sufficiently high to cause marked bodily discomfort or to cause noticeable bodily reactions. Example, in cooler rooms where temperature is usually kept below 20°C, or under wet / muddy conditions.

3. OCCUPATIONAL CONDITIONS:

Situations in which the job holder is exposed to the definite risk of bodily injury in the work place are considered as occupational hazards. Included here also is a variety of physical hazards such as proximity to moving mechanical parts, exposure to radiant energy and exposure to toxic chemicals and biological agents.

4. ATMOSPHERIC CONDITIONS:

Atmospheric conditions which can affect the job holder include fumes, dust, odours, dirt, toxic conditions, gases or poor ventilation caused by insufficient movement of air causing a feeling of suffocation.

JOB AND POSITION DESCRIPTION

POSITION TITLE:	EXECUTIVE DIRECTOR	
REPORTS TO:	Chairman of the Forum of the CRFM	AGREED BY:
WORK PROGRAMME:	Executive Management	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

I. ACCOUNTABILITY OBJECTIVE:

The **Executive Director** is responsible for the provision of overall direction and leadership to the CRFM and for implementing the Forum's policy through **Programme Management**, including strategic planning, monitoring and evaluation, financial management, and resource allocation. The **Executive Director** will focus on the development of programmes and projects and the acquisition of funding to address the priority areas as identified by the CRFM, and will ensure that the CRFM maintains a relevant and coherent mission.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Executive Director** is required to develop and execute the strategic plan and programmes; coordinate initiatives to deepen and widen regional cooperation in the fisheries and related sectors; and to provide general advice to the relevant regional authorities negotiating for the community and other Members of the CRFM on fisheries related matters.

The **Incumbent** will develop appropriate resource mobilization strategies, approaches and workplans for financing and funding resources for CRFM Secretariat operations, mobilizing funding from a variety of sources and ensuring a broader donor base for a stable, adequate, and predictable funding inflow for the CRFM Secretariat. He/she will build donor confidence through global promotion of CRFM activities and its achievements and regular dialogue with donors.

The **Executive Director** will foster a close working relationship with Member States, ensuring that such States provide the funding necessary to implement critical activities through the core budget.

The **Executive Director** is responsible for developing and implementing innovative systems to strengthen the CRFM Secretariat’s capacity to provide efficient and timely support for Member States of the CRFM through recruitment, retention and optimal utilization of its human resources and through installation, operation and maintenance of effective management and administrative systems and procedures. The incumbent will represent and promote the CRFM within appropriate regional and international for a, strengthening its profile and effecting policy changes in line with the CRFM’s mission.

The **Executive Director** will strengthen partnerships and develop strategic alliances with a wide range of key actors at all levels, in order to build on the CRFM’s comparative advantages in respect of fisheries development and management. He/she will build on successful relationships with donors, promoting a greater understanding of the CRFM’s values and mission and thereby securing additional resources.

The responsibility for leading and directing the on-going development and implementation of the CRFM’s Secretariat’s Strategic Plan and three-year Medium-term Plan, and helping to secure resources necessary to achieve their outcome, lies with the incumbent.

The **incumbent** must determine on an annual basis, the “major job objectives” for each Programme and identify and discuss with subordinates the “Key Results Areas” to be used as determinants to the performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

AREA / TITLE
INTERNAL

RESPONSIBILITY

Deputy Executive Director

To consult with and discuss strategic direction, representation within the CRFM; to participate in formulating and developing long-range goals and objectives. To discuss the coordination of technical programmes and the assurance of quality in the design and delivery of the technical programmes and projects.

Corporate Services Manager

To consult on financial, human resource and administrative matters; to review analysis of activities, costs, operations and forecast data to determine progress towards stated goals and objectives; to discuss the formulation of general policy guidelines for Financial, Human Resource Management and Administration; to discuss the contributions and allocation of resources from Member States; to consult on the organization development/change management function; to discuss the implementation of the Communications sub-programme.

Programme Manager Statistics and Information	To discuss and receive recommendations on the creation of an efficient and effective information and statistics environment for the achievement of CRFM's mission, goal and objectives. To discuss the integration of information and statistics within the technical and corporate programmes.
Coordinator, Advocacy / Policy and Planning	To ensure continuous review of the strategic and operational plans and the effective functioning of the Organization's promotion / advocacy programmes. To consult on the strengthening of fisher-folk organizations and the improvement of community education and public awareness and advocacy groups.
Management Committee	To determine the strategic direction of the CRFM Secretariat; to plan for, approve, monitor and evaluate programmes; to confer for the review of achievements and discuss required changes in goals and objectives resulting from current status and conditions.
Programme Manager, Research and Resource Assessment	To discuss matters pertaining to the fisheries research and resource assessment in respect of Reef and Pelagic, Shrimp and Groundfish, and Lobster and Conch fisheries and advise on projects related to their implementation. To ensure that the Resource Working Groups of major fisheries are functioning efficiently and effectively. To discuss matters pertaining to global research and development trends, initiatives etc.
Programme Manager, Fisheries Management and Development	To discuss and advise on matters in respect of fisheries management systems development; to discuss / determine fisheries development and management policy; to consult on matters related to the efficient and effective administration of the Eastern Caribbean Offices. To discuss matters related to international fisheries management and development.
Business Committee	To lend direction in respect of resource mobilization and management – human, financial, information, material; to discuss status of project preparation and development; to monitor and evaluate programmes and projects under implementation. To interpret regional needs and ensure ways to address same.

EXTERNAL

Member States	To provide technical assistance to member Governments within the context of developing and implementing CRFM policy and decisions to address same. To discuss status of Member States contribution to the Budget. To update Member States on implementation of programmes and plans.
Chairman of the Forum	To hold consultations to inform the decision-making and implementation processes. Advise on status of implementation of projects and programmes.
The Council for Trade and Economic Development (COTED) and the Ministerial Council of the CRFM	To present / advise on policy recommendations from the Forum, for approval / endorsement of the Council. To report on implementation of policy initiatives, Work Plans and Budgets.
Donor Agencies	To consult with traditional and potential donors to enhance the mobilization of resources. To report on status of Donor support projects.
University of the West Indies (UWI)/CARISEC, Organization of Eastern Caribbean States (OECS), etc.	To consult with Regional Organizations to coordinate the execution of the integrated fisheries management and development, statistics and information and research and resource assessment programmes. To build collaborative relationships.
Diplomatic Representatives, Member States (Ministry of Foreign Affairs)	To undertake consultations in respect of matters related to resource mobilization, privileges and immunities accorded CRFM Secretariat staff, etc.
Technical Evaluators External Auditors	To discuss matters relating to the Audit of the CRFM Secretariat's financial records and technical programmes.
Regional and International Fora (eg., ICCAT, FAO, WECAFC, IWC, GCFI)	To represent and advocate CRFM Member States' / Region's position at regional and international fora

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Deputy Executive Director

Corporate Services Manager

INDIRECTLY

Programme Manager, Research and Assessment

Programme Manager, Fisheries Management and Development

Coordinator, Advocacy/Policy
and Planning

Senior Finance Officer

Biologists

Administrative Secretary

Accounting Assistant

Secretary

Information Clerk / Typist

D. Equipment, Machines, Tools and Work Aids Controlled by this Position

<u>Equipment</u>	<u>Machines</u>	<u>Tools</u>	<u>Work Aids</u>
Computer	Fax Printer Telephone	Pens Pencils	◇ Minutes of COTED Meetings ◇ Reports of Regional Organizations ◇ Minutes of Meetings ◇ Memoranda ◇ Minutes of Management, Business and Technical Committees' ◇ CRFM Secretariat records ◇ Technical Journals ◇ Annual Reports ◇ Technical Progress Reports ◇ Technical Evaluation Reports ◇ Monthly Financial Management Reports ◇ Donor Agencies Financial Reports ◇ Audited Financial Statements ◇ CRFM Secretariat Accounting Records

3. PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **PREPARES** Strategic Plan for the CRFM with a six-year horizon taking into consideration CRFM's Mission Statement, its internal and external environment and the needs and priorities of the CRFM's clients and stakeholders. Conducts regional and national fisheries research policy priority analyses.

- **ESTABLISHES** procedures to implement policy directives and undertakes a leadership role in interpreting policy, programmes and project conceptualization and formulation with CRFM's collaborating agencies, clients and other stakeholders and makes contributions with respect to priority areas as a whole.
- **PROVIDES** 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, technology evaluation, ex-ante and ex-post economic and social analyses, etc. and prepares management reports to facilitate Forum decisions.
- **DIRECTS** the CRFM Secretariat's consultation process with Member Governments, Fishers, and development 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.
- **REPRESENTS** the CRFM at high level meetings, conferences and seminars with Donors, Regional Governments and other stakeholders, and projects the CRFM as the Region's premier Fisheries Organization.
- **ADVISES** Management on the CRFM's Secretariat policies and provides leadership in the development of Programmes and Projects and associated budgets and ensures that mechanisms for implementation are in place; coordinates the preparation and appraisal of the CRFM's Secretariat's programmes and projects arising out of the Medium Term and Operational Plans.
- **BUILDS** support and relationships with Member States and other fisheries organization.
- **LEADS** and manages 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.
- **SUPPORTS** the Chairman of the Forum in maintaining the highest standards of governance.

4. POSITION DESCRIPTION EVALUATION

POSITION TITLE: Executive Director					
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS	
Q U A L I F I C A T I O N S P R O F I L E	1.	EXPERIENCE	The Executive Director will have outstanding competencies in regional institutional management, fisheries management and development, entrepreneurship, programme management, policy management, communication and public administration. He/she should be bilingual (English and Spanish or French) with English being the mother language and also proficient in the use of information technology applications and core management functions. Experience at a Senior Managerial level.		
	2.	EDUCATION	Masters degree and ten (10) years related experience at a Senior Management level or a PhD. and seven years related experience.		
	3.	TECHNICAL	The application of management and leadership principles and techniques to the overall management of the CRFM Secretariat Work programme. In addition the Incumbent must bring strategic planning initiatives to bear on the overall direction of the organization.		
	4.	INITIATIVE AND INGENUITY	By virtue of expertise developed in the appreciation of management principles, strategic planning and resource mobilization, the Incumbent determines his/her work schedules.		
	5.	DECISION MAKING	Participates in and provides leadership to the decision making process at the Senior Management level.		
	6.	ANALYTICAL	Analysis is done at both the macro and micro levels to support the CRFM technical, scientific and corporate programmes. The job is subject to broad policies and specific objectives. The Incumbent translate these policies into workable programmes for achieving stated objectives.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	High level coordinating and influencing ability to encourage member States and Donor Agencies to make timely payment to the CRFM Secretariat. Effective inter-personal capacity to communicate with Programme Managers, Executive Management and staff on matters relating to Work Programmes. Must have combination of skills where emphasis is placed on changing perceptions, attitudes and man behavior.		
	8.	FREEDOM TO ACT	The position is subject to broad policy and Forum guidance. The Incumbent participates as a Chairman of the Senior Management Committee on formulating policy proposals, etc.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	Exercise control over all the assets of the CRFM Secretariat.		
	10.	SUPERVISION	Supervises the Deputy Executive Director and Programme Managers / Coordinator, evaluating outputs for corporate integrity.		
	11.	JOB IMPACT	Work done has multi-country impact.		
	12.	WORKING ENVIRONMENT	Normal, adequate office conditions.		
			TOTAL		

JOB AND POSITION DESCRIPTION

POSITION TITLE:	DEPUTY EXECUTIVE DIRECTOR	
REPORTS TO:	Executive Director	AREED BY:
WORK PROGRAMME:	Executive Management	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

I. ACCOUNTABILITY OBJECTIVE:

The **Deputy Executive Director** is responsible for assisting in the overall management of the CRFM Secretariat and for the coordination of the technical programmes of the CRFM Secretariat, ensuring that systems for scientific and technical quality control are developed and adhered to. The **Deputy Executive Director** will play a strong supporting role to the Executive Director in the identification and development of technical projects and the acquisition of funding.

II DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Deputy Executive Director** is required to be part of multi-disciplinary teams engaged in the CRFM's planning and budgeting process, and to provide technical leadership to the strategic planning function; to assist in resource mobilization efforts of the CRFM Secretariat; identify and develop regional and national projects; develop, manage and coordinate scientific and technical networks; and represent the Executive Director at regional and international fora.

The **Deputy Executive Director** is responsible for developing and recommending innovative systems to strengthen the CRFM Secretariat's capacity to provide efficient and timely technical support for Member States through optimal utilization of its human resources and through installation, operation and maintenance of effective technical and management systems and procedures.

The **Deputy Executive Director** must also monitor and ensure the effective collaboration and consultation between Programme Managers and Programme Coordinators in the CRFM Secretariat, and between and among the CRFM Secretariat and Member States and relevant institutions.

The **Incumbent** participates in the creation and management of efficient and effective technical information products and services as well as for the effective utilization of information systems and services to ensure that the products and services reach their intended targets.

The **Deputy Executive Director** provides leadership and guidance in the development and management of scientific and technical networks, and coordinates human resource development interventions in Member States.

The **Incumbent** is also responsible for setting “Major Job objectives” to be executed with the Components and projects of the technical programmes; for the setting of priorities, for assessing work performance of subordinates; to discuss with subordinates the “Key Results Areas” to be used as determinants to the performance results on a quarterly basis.

The **Incumbent** is responsible for the following activities to ensure the CRFM Secretariat’s full contribution to the Regions effectiveness:

- ◇ Recommending the establishment of regional networks;
- ◇ Programme and Project Design, monitoring, execution and evaluation;
- ◇ Effective resource mobilization and management;
- ◇ Preparation and monitoring of the Annual Work Plan Budget.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The incumbent relates to the following areas internally and externally in carrying out Accountability objective.

AREA / TITLE **INTERNAL**

RESPONSIBILITY

Executive Director

To consult with and discuss the strategic direction of the CRFM and representation within the CRFM; to participate in formulating and developing long-range goals and objectives. To discuss the coordination of technical programmes and to recommend possible areas of resource mobilization.

Corporate Services Manager

To discuss status of financing of the technical projects/activities; the development of Annual Work Plans and Budgets; to consult on human resource and administrative matters; to review analysis of activities, costs, operations and forecast data to determine progress towards stated goals and objectives.

Programme Manager
Statistics and Information

To provide overall direction in respect of the creation of an efficient technical information and statistics programme; to discuss matters related to the development and management of the regional database; and the development of data and information products and services.

Coordinator, Advocacy / Policy and Planning	To provide inputs to the development of technical projects; to discuss the strategic and operational plans and the effective functioning of the organization's promotion / advocacy programmes; to discuss / determine fisheries development and management policy, strengthening of Fishers' Organizations and enhancing community participation and public awareness/education.
Management Committee of the CRFM	To participate in the strategic direction of the CRFM Secretariat; to plan for, monitor and evaluate technical and corporate programmes; to confer for the review of achievements and discuss required changes in goals and objectives resulting from current status and conditions.
Technical Committee	To participate and give direction as required in respect of the development and management (planning, monitoring, evaluation) of technical deliverables; to ensure quality assurance and control issues.
Business Committee	To give assistance in respect of resource mobilization – human, financial, information, material; to discuss status of project preparation and development and provide inputs thereto; to monitor and evaluate projects under implementation.
Programme Manager, Research and Resource Assessment	To discuss fisheries research and resource assessment issues; may provide leadership on some resources; to discuss and provide leadership on the integration of fisheries resource assessment and fisheries management work at both the national, regional and international levels; to collaborate in the maintenance of Working Groups on the fisheries resources and to provide leadership on the integration of the outputs of the working Groups with fisheries management policy and plans of Member States.
Programme Manager, Fisheries Management and Development	To discuss fisheries management and development issues in respect of the development of systems at the national, regional and international levels; to discuss matters related to MCS; IUU, global competitiveness, risk reduction, conflict resolution, the development of unutilized and underutilized resources, and aquaculture. To discuss and provide leadership in the integration of fisheries assessment and fisheries management work, at the national, regional and international levels.

EXTERNAL

Fisheries Departments	To ascertain Governments' priorities and areas of focus and to consult on the harmonization of priorities and areas of focus across the region; to work with Fisheries Officers to gather and exchange technical data, share facilitate and collaborate on fisheries management plans, policies and implementation of national and regional projects.
Fishers and Fishers Organization	To visit fishers and fishers organization and advise on fishery management problems; to participate in seminars, workshops, etc.
Donor Agencies	To consult with traditional and potential donors to enhance the mobilization of resources.
University of the West Indies (UWI)/CARISEC, Organization of Eastern Caribbean States (OECS), etc.	To consult with Regional Organisations to coordinate the execution of the integrated fisheries management and development, and research/assessment programmes.
Technical Evaluators	To discuss matters relating to the Technical Reviews/Evaluations of the CRFM Secretariat's technical programmes.
Regional and International Fora (eg., ICCAT, FAO, WECAFC, IWC, GCFI, IOCARIBE, CITES)	To represent and advocate Member States' / Region's position at regional and international fora.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Programme Manager,
Research and Resource Assessment

Programme Manager,
Fisheries Management and Development

Programme Manager, Statistics
and Information

INDIRECTLY

Biologists

Bio-statistician

Secretary

D. Equipment, Machines, Tools and Work Aids Controlled by this Position

Equipment

Computer
Printer

Machines

Fax

Tools

Pens
Pencils

Work Aids

◇ Ministers of COTED
◇ Reports of Regional

Telephone

Information and
Statistical

- ◇ Minutes of Forum Meetings
- ◇ Reports of Regional Meetings
- ◇ Minutes of Meetings of Management, Technical, and Business Committees
- ◇ CRFM Secretariat records
- ◇ Technical Journals
- ◇ Annual Reports
- ◇ Quality Technical Progress and Financial Reports
- ◇ Donor Agencies Technical Reports
- ◇ Audited Financial Statements
- ◇ Technical Evaluation Reports

3. **PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:**

(The following responsibility statements identify specific duties necessary to attain the CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **COORDINATES** specified technical and scientific programmes as identified by the Executive Director with elements falling within the responsibility of different Programme Managers in the CRFM Secretariat. May also be required to function as a Resource Person in support of the development of specific selected activities under the direct programme responsibility of particular Programme Managers.
- **ASSESSSES** the CRFM Secretariat's needs for information, statistics and other services, and consults with the Executive Director and the Programme Managers / Coordinators on coordination of activities and participates in formulating technical and scientific management policy.
- **PARTIPATES** in the analysis of fisheries data and information generated.
- **EVALUATES** the effectiveness of integrated programmes as well as external programmes to assess the achievement of outputs.
- **EXAMINES** and evaluates existing fisheries research and development methodologies on a global basis and sets in train on-going measures to improve the efficacy, efficiency and technical integrity of the CRFM's Secretariat research and development methodologies.

- **COORDINATES** initiatives aimed at the development of human resources throughout the CRFM Member States.
- **DEVELOPS** through consultation, CRFM Regional positions/approaches in respect of regional and international for a, and represents the Member States at such fora.
- **ENSURES** the quality control of the scientific and technical deliverables of the CRFM.
- **REVIEWS** all scientific and technical proposals, plans and documents and reports produced within the CRFM Secretariat, or for the CRFM Secretariat by external organizations and provides advice to the Executive Director.
- **CO-ORDINATES** the preparation of quarterly, and annual technical progress reports.
- **PARTICIPATES** in the meetings of the Management Committee and Business Committee, and provides leadership to the Technical Committee.
- **ADVISES** the Executive Director on the technical and scientific work of the CRFM Secretariat.

4. POSITION DESCRIPTION EVALUATION

POSITION TITLE: Deputy Executive Director					
Q U A L I F I C A T I O N S P R O F I L E	FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
	1.	EXPERIENCE	A broad knowledge and experience in fisheries development and management. Good knowledge of international fisheries management and fisheries assessment. Experience and knowledge in the development of projects and the acquisition of funding. Bilingual skills encompassing English, Spanish and French are also highly desirable. Experience at a Senior Management level.		
	2.	EDUCATION	Post Graduate degree in a fisheries related field. Masters degree and nine (9) years of relevant experience or a PhD. With seven (7) years experience.		
	3.	TECHNICAL	The Incumbent is expected to coordinate and give direction to the technical and scientific work of the CRFM.		
	4.	INITIATIVE AND INGENUITY	By virtue of expertise developed in International/Regional Fisheries Management and Development, the Incumbent is permitted to determine approaches to take to develop his/her own work schedules.		
	5.	DECISION MAKING	Participates in the decision making process at the Senior Management level.		
	6.	ANALYTICAL	Analysis is done at both the macro and micro level to support the CRFM technical and scientific programmes.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	Requires internal collaboration with peer Scientists/Technical Staff – individually and in multi-disciplinary teams. External contacts are required with fishers, Ministers of Fisheries/Departments of Fisheries, International and Regional Organizations and Fora, etc.		
	8.	FREEDOM TO ACT	The position is subject to broad policy and Senior Management (Strategic) guidance. The incumbent participates as a member of Senior Management Committee on formulating policy proposals, etc.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	The Incumbent may be required to exercise control over field and laboratory equipment, as well as computer hardware and software. Limited responsibility for cash is envisaged.		
	10.	SUPERVISION	Required to direct and supervise the work of Programme Manager/Coordinator, Biologists and Technicians, evaluating output for technical and scientific integrity. Provides overall direction for all technical and scientific Work Programme.		
	11.	JOB IMPACT	Work done has the potential for multi-country impact.		
	12.	WORKING ENVIRONMENT	Some time is spent under field conditions where the Incumbent is exposed to radiant energy, slippery surfaces, odors, etc. A certain amount of air travel is necessary.		
			TOTAL		

JOB AND POSITION DESCRIPTION

POSITION TITLE:	CORPORATE SERVICES MANAGER	
REPORTS TO:	Executive Director	AGREED BY:
WORK PROGRAMME:	CORPORATE SERVICES	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

I. ACCOUNTABILITY OBJECTIVE:

Responsible for the proficient planning, accounting and reporting for all financial resources of the CRFM Secretariat and for developing strategies to strengthen the CRFM Secretariat's capacity for effective programme delivery, through recruitment, retention and optimal utilization and management of its human resources, and the installation, operation and maintenance of effective administrative systems and procedures, and the provision of effective Conference Services.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Corporate Services Manager** is responsible for the financial planning, the effective management of the Secretariat's financial resources, the development of proper systems of financial reporting and internal controls, the coordination and presentation of the CRFM Secretariat's Annual Budget and Audited Financial Statements, and for human resource and general administrative management.

The **Corporate Services Manager** participates in formulating the financial policies of the CRFM Secretariat, consults with the Programme Managers on the Financial aspects of each Programme, presents budget proposals to Management and advises on general financial issues including the availability of adequate cash flows from Member States and Donor Agencies.

Among the activities which fall under the scope of the **Corporate Services Manager** are:

- (a) Applying principles of financial management; records and information management; administrative processes and systems; cost control and evaluation; in the preparation of reports summarizing findings with respect to financial policies, procedures and practices.
- (b) Collecting Member States contributions; draw-down of Donor Funds;
- (c) Reviewing accounting systems to ensure prompt and full accountability in transactions relating to revenues receipt and payments.

- (d) Guiding the work of the Human Resource Management Sub-programme to ensure that staff are selected, recruited, trained and assigned to particular roles, and that roles are adapted to make optimum use of the skills which are available or which can be acquired with a Caribbean Geographic mix, to provide efficient and timely support for the CRFM's Secretariat's Programmes.
- (e) The incumbent must oversee the provision of Conference Services, as well as monitor the maintenance of effective management and administrative systems and procedures to ensure that an improved physical working environment exists and that it is well maintained and secured with appropriate systems to deliver the required services.
- (f) The Corporate Services Manager is also responsible for providing a framework within which Managers are motivated to action by participation in the goal-setting process as well as the formulation of specific strategies and action plans.

The **Corporate Services Manager** determines on an annual basis the "Major Job Objectives" for the Corporate Services Programme and identify and discuss with subordinates the "Key Result Areas" to be used as determinants to their performance results on a quarterly basis.

- (g) The **Corporate Services Manager** is responsible for the following activities within the Programmes:
 - ◇ Programme and Project design, monitoring, execution and evaluation.
 - ◇ Effective Financial, Administrative and Human Resource Management.
 - ◇ Preparation and monitoring of the Annual Budget.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The incumbent relates to the following areas internally and externally in carrying out accountability objective.

AREA / TITLE **INTERNAL**

RESPONSIBILITY

Executive Director

To discuss the contribution of Member States, and the allocation of resources from Member States; to discuss the Financial Statement and External Auditor's Report; to discuss the formulation of general policy guidelines and financial administration; to determine strategies to improve administrative and operational systems; to discuss and evaluate the status of implementation of the Components of the Work Programme; to assess performance; and to discuss human resource management strategies and issues.

Management Committee

To discuss systems and the implementation process for staffing Programmes and Projects with appropriate skilled and knowledgeable personnel; to discuss improvements to the physical working environment of the CRFM Secretariat's staff; to discuss issues affecting the welfare of staff; to participate in the decision-making process; to

evaluate, formulate and adjust administrative policies and procedures; to discuss and resolve internal and external issues affecting the CRFM Secretariat on the policy basis framework for preparing the Annual Budget.

Business Committee	To discuss strategies relating to resource mobilization – human, financial, information and material; to discuss status of project preparation and development and to provide inputs thereto; to monitor and evaluate projects under implementation.
Programme Managers / Coordinators	To discuss budgetary, accounting and financial matters affecting their operations; to discuss the allocation of resources to finance the implementation of the integrated programmes. Internal audit of programmes.
Senior Finance Officer	To review cash forecasting and planning systems and process same; to discuss and agree on systems and operation of the finance function of the CRFM Secretariat. To review and supervise the accounting system for Donor resources; to discuss corporate budgets within the CRFM Secretariat; to discuss input data from Programme Managers; to review and monitor budgets at programme and project levels.
Accounting Assistant Administrative Secretary Secretary Office Assistant/Driver	To provide guidance on accounting, general administrative and office management matters.

EXTERNAL

Insurance Company / CARISEC	To ensure that services provided with respect to Group Health and Life Insurance scheme is satisfactory. To ensure adequate insurance coverage of assets – land, building, vehicles, office equipment etc.
Providers of Utilities / Security Services / Maintenance Services	The ensure that the physical working environment is well maintained and to secure appropriate systems to deliver the required services.
Donor Agencies	To discuss contents of External Auditor’s Reports and matters affecting the CRFM Secretariat’s system of controls; to discuss the allocation of resources, financial reports and Financial Statements; to develop and implement Projects in support of agreed Programmes; to arrange receipt of Donor Funds as per agreements; to discuss financial reports and Financial Statements.
Banking Institutions	To maintain effective working relationships to facilitating proper accounting financing and banking practices.

Legal Counsel

To be advised on the preparation of agreements such as contracts, etc.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Senior Finance Officer

INDIRECTLY

Administrative Secretary
Information Clerk / Typist
Accounting Accountant
Driver / Office Assistant

D. Equipment, Machines, Tools and Work Aids Controlled by this Position

Equipment

Computer
Printer

Machines

Fax
Telephone

Tools

Work Aids

- ◇ Accounting Manual
- ◇ Financial Rules and Regulations
- ◇ Monthly and Quarterly Cash Flow Statements
- ◇ Operations and Procedures Manual
- ◇ CRFM Secretariat files / records
- ◇ CRFM Secretariat's Budget
- ◇ Debtors' and Creditors' Statements
- ◇ Bank Reconciliations
- ◇ Staff Travel Reports
- ◇ Annual Financial Statements
- ◇ Audited Financial Statements
- ◇ Donor Agencies Financial Reports
- ◇ Income and Expenditure Statement
- ◇ Balance Sheet
- ◇ Sources and Application of Funds
- ◇ Accounting Software

3. **PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:**

(The following responsibility statements identify specific duties necessary to attain CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **MANAGES** the General Administration and Human Resource Management sub-programmes to ensure that policies relating to recruitment, retention and development strategies are complied with.
- **ESTABLISHES** procedures for planning, coordinating and controlling the activities of the Human Resource Management Sub-programme, ensuring that the Executive System is well structured for strategic planning, decision taking and control.
- **GROUPS** tasks into satisfying and coherent work roles with clear operational objectives and standards of quality and performance.
- **ENSURES** the provision of efficient and reliable logistics and support services within the CRFM Secretariat through the effective planning, coordination and control of operations in Conference Services.
- **EXAMINES** the work roles within the CRFM Secretariat and ensures the coordination of well integrated multi-disciplinary teams under skilful and supportive leadership.
- **EVALUATES** procedures for planning, coordinating, allocating resources, setting performance standards, monitoring performance, output quality and cost.
 - **ENSURES** that free and open communication, consultation and feedback exists on operational problems on attitudes, morale and job satisfaction.
 - **REVIEWS** rewards and incentives and opportunities for personal development and career progression so as to ensure that achievements are recognized and justly rewarded.
 - **INVESTIGATES** and advises on internal procedures for conditions of employment, or for resolving conflicts and disputes.
 - **DIRECTS** and coordinates the CRFM Secretariat's financial programmes according to financial principles and evaluates operational methods and practices to determine efficiency of operation.
 - **MONITORS** Programmes' operating budgets periodically to analyse trends and conducts comparative analyses to aid in management decision-making.
 - **OVERSEES** General Accounting System and operations and ensures that monthly financial statements are prepared for the Executive Director and Management.

- **INTERPRETS** accounting results for Management and advises on financial matters. Certifies and approves Financial Statements for presentation to management.
- **MONITORS** the preparation of monthly Financial Statements and ensures that collection statistics related to Member States and Donor Agencies contributions are properly recorded.
- **PREPARES** timely and reliable financial reports and makes presentations, along with forecasts to CRFM Secretariat's Management.
- **REVIEWS** the Secretariat's accounting system and budgetary control procedures to ensure that the record-keeping systems, computerized and manual are reliable, effective and up-to-date.

4. POSITION DESCRIPTION EVALUATION

POSITION TITLE: Corporate Services Manager					
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS	
QUALIFICATIONS PROFILE	1.	EXPERIENCE	Sound competencies in accounting practices, policies and standards, human resource management, general administrative management, communications, use of computer applications for functional administration. Communications and project management. Experience and knowledge of secretarial support to facilitate. Experience at a Senior Management level.		
	2.	EDUCATION	Post graduate degree in Business Administration or related field or professional accounting qualification with seven (7) years relevant experience.		
	3.	TECHNICAL	The Incumbent manages the financial operations of the CRFM Secretariat including the giving of directions of a functional nature to Work Programmes and Component Managers. Coordinate staff at all levels and facilitates organizational conditions that will directly help the CRFM Secretariat to accomplish specific targets.		
	4.	INITIATIVE AND INGENUITY	By virtue of the expertise developed in the application of social and economic principles, and programme/project planning, the Incumbent is permitted to determine approaches to take to develop his/her own work schedules.		
	5.	DECISION MAKING	Participates in the decision making process at Senior Management level.		
	6.	ANALYTICAL	The job is subject to broad policies and specific objectives. The Incumbent translate these policies into workable programmes for achieving stated objectives.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	High level coordinating and influencing ability to encourage member States and Donor Agencies to make timely payment to the CRFM Secretariat. Effective inter-personal capacity to communicate with Programme Managers, Executive Management and staff and all financial, human resource, and general administrative matters relating to Work programmes. Must / combination of skills where emphasis is placed on changing perceptions, attitudes and man behavior.		
	8.	FREEDOM TO ACT	The position is subject to broad policy and Senior Management (Strategic) guidance. The incumbent participates as a member of Senior Management Committee or formulating policy proposals, etc.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	This job entails responsibilities for all funds generated and obtained from Member States and Donor Agencies, and for all assets procured there-from.		
	10.	SUPERVISION	Supervises Senior Finance officer and support staff in the delivery of corporate programme, evaluating input for technical soundness and accuracy.		
	11.	JOB IMPACT	The Incumbent participates with others in taking action. Assignments require a high level of mental ability. Correct interpretation of policies and procedures and general administration is critical to the CRFM Secretariat's financial viability.		
	12.	WORKING ENVIRONMENT	Normal, adequate office conditions.		
			TOTAL		

JOB AND POSITION DESCRIPTION

POSITION TITLE:	PROGRAMME MANAGER FISHERIES MANAGEMENT AND DEVELOPMENT	
REPORTS TO:	The Executive Director through the Deputy Executive Director	AGREED BY:
WORK PROGRAMME:	Technical	APPROVED BY:
DUTY STATION:	CRFM Secretariat St. Vincent and the Grenadines	EFFECTIVE DATE:

1. ACCOUNTABILITY OBJECTIVE:

The **Programme Manager, Fisheries Management and Development** is responsible for the planning and implementation of the fisheries management and development programme, which includes areas such as the management and development of the Region's fisheries resources; preparation for global competitiveness; promotion of the expansion and utilization of under-utilized and un-utilized aquatic resources; promotion and enhancement of monitoring, control and surveillance capacities in the region; promotion and development of aquaculture and mariculture; development and promotion of risk reduction programs for fishers; and the development and promotion of programmes for conflict resolution among multi-users in coastal zones.

2. DIMENSIONS OF POSITION:

(i) Nature and Scope of the Position

The **Programme Manager, Fisheries Management and Development** is required to be part of multi-disciplinary teams engaged in the CRFM Secretariat's planning and budgeting process and to strengthen the CRFM Secretariat's programme designed to improve the management and development of the fish and marine resources of the Caribbean.

The **Incumbent** will advise on, and undertake with fisheries management and development initiatives and activities including, applying the principles of fishery sciences to practical areas such as:

- Developing of systems at the national and regional levels, for the management of fisheries; improving the policy and institutional framework for fisheries management and development; formulating harmonized legislation and management systems; and formulating and implementing alternatives to increase the value of sustainable living marine resources.

- Promoting and facilitating shared management of resources and formulating shared management agreements;
- Promoting community and fishers' organizations involvement in fisheries management at the national and regional levels and assisting national fisheries units, community organizations and groups to implement strategies and plans to enable their involvement in co-management of the fisheries resources.
- Assessing the situation regarding CRFM member states' capabilities to meet the requirements for global fish trade and developing and implementing a programme of assistance to obtain the required standards for global competitiveness.
- Assessing the potential for developing or expanding large pelagic fisheries as well as for developing fisheries for under-utilized and un-utilized species.
- Promoting the development of fisheries for under-utilized and un-utilized resources.
- Promoting the development and implementation of a programme to enhance monitoring, control and surveillance (MCS) capacities in the region;
- Developing and implementing plans for aquaculture and mariculture as part of the integrated fisheries management process at the national and regional levels;
- Building the CRFM Member States' capabilities to plan for and implement measures to minimize fisherfolk vulnerability to natural disaster and safety related risks at sea;
- Developing and promoting the implementation of harmonized mechanisms for avoiding and resolving conflicts relating to exploitation of fishing resources, preservation of the marine environment, and trading fish;
- Promoting effective coordination and participating in regional and international fora, such as WECAFC, FAO, ICCAT, CITES in matters relating to fisheries management and development.

The **Programme Manager, Fisheries Management and Development** is responsible for setting "Major Job objectives" to be executed with the components and projects of the technical programmes; for the setting of priorities, for assessing work performance of subordinates; to discuss with subordinates the "Key Results Areas" to be used as determinants to the performance results on a quarterly basis.

The incumbent is also responsible for the following activities to ensure the CRFM Secretariat's full contribution to the Region's effectiveness:

- Programme and project design, monitoring, execution and evaluation;
- Preparation and monitoring of the Annual Work Plan and Budget.

3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The incumbent relates to the following areas internally and externally in carrying out the Accountability objective.

(i)	<u>AREA / TITLE</u> <u>INTERNAL</u>	<u>RESPONSIBILITY</u>
	Deputy Executive Director	Receives leadership and guidance in respect of coordination of technical programmes; to discuss the status of projects and strategies to ensure technical outputs are delivered efficiently and effectively; to discuss technical projects identified and their development; to collaborate on the development of technical and scientific networks, partnerships and alliances.
	Corporate Services Manager	To discuss status of financing of the technical projects / activities; the development of Annual Work Plans and Budgets; to consult on human resource and administrative matters; to review analysis of activities, costs, operations and forecast data to determine progress towards stated goals and objectives.
	Programme Manager and Statistics and Information	To collaborate on matters related to the development and management of data and information products and services; to consult on technology transfer / application; to collaborate in the generation of statistics and information required for fisheries management and development.
	Programme Manager, Research and Resource Assessment	To discuss and collaborate on fisheries Research a Research and Resource Assessment and resource assessment; to discuss the integration of fisheries resource assessment and fisheries management work at both the national and regional levels; to collaborate in the maintenance of Working Groups on the fisheries resources; to take the lead on the fisheries management and development aspects of the working groups and to incorporate the outputs of these resource groups into the strategies and plans for fisheries management and development at the national and regional levels.

Coordinator, Advocacy / Policy and Planning	To provide inputs for the development of technical projects; to discuss the strategic and operational plans and the effective functioning of the organization's promotion/advocacy programmes; to discuss fisheries development and management policy, strengthening of Fishers' Organizations and enhancing community participation and public awareness.
Management Committee	To participate in the strategic direction of the CRFM secretariat; to undertake representative functions; to plan for, monitor and evaluate technical and corporate programmes; to confer on the review of achievements and discuss required changes in goals and objectives resulting from current status and conditions.
Technical Committee	To participate in and provide fisheries management and development inputs to the process of planning, implementation, monitoring and evaluation of technical and scientific deliverables.
Biologists	To provide leadership in respect of the implementation of projects under the Fisheries Management and Development Programme. To discuss and assist in coordinating activities across the technical programmes.

EXTERNAL

Fisheries Departments	To ascertain member states' priorities and areas of focus; to work with Chief Fisheries Officers / Directors of Fisheries and/or their designated staff to gather and exchange technical data/information; to share, facilitate and collaborate on fisheries management plans, policies and implementation of national and regional projects; to advise Member States on matters related to the management of shared, straddling or highly migratory fisheries resources in the Caribbean.
Fishers and Fishers Organization	To interact with fishers and fishers organization and advise on fishery management issues; to participate in seminars, workshops, etc.
Donors	To participate in reviewing aspects of donor funded projects germane to the fisheries management and development programme

Regional and International
Organizations / Agencies
Tertiary Training Institutions

To collaborate on fishery projects and activities
related to specific duties.

International and Regional Fora
(e.g., WECAFC, FAO, ICCAT,
CITES)

To give guidance, support representation and
advocate Member States' / Region's positions at
regional and international fora.

(ii) Personnel Supervised by this Position

DIRECTLY

Biologists
Support Staff – East Caribbean Office

INDIRECTLY

Biologists

(iii) Equipment, Machines, Tools and Work Aids Controlled by this Position

Equipment

Computer
Printer
Telephone

Machines

Fax

Tools

Pen
Pencil

Work Aids

Reports of Regional
Meeting
Minutes of Forum Meetings
Reports of Regional
Meetings
Minutes of Meetings of
Management and Technical
Committees
CRFM Secretariat records
Technical Journals
Annual Reports
Quarterly Technical
Progress and Financial
Reports
Donor Agencies
Technical Reports
Audited Financial
Statements
Technical Evaluation Reports

4. PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **FORMULATES** and develop projects within the programme area of fisheries management and development, including aquaculture;

- **IMPLEMENTS** fisheries management and development projects at the national and regional levels;
- **COORDINATES** the work of the national resource personnel in relation to the implementation of the fisheries management and development projects;
- **ORGANIZES** technical workshops at the national and regional levels to facilitate planning, development and implementation of fisheries management and development projects;
- **TRAINS** fisheries and other technical personnel in the relevant skills/disciplines necessary for fisheries management and development at the national and regional levels;
- **ASSISTS** Member States in the development and elaboration of Fisheries Management Plans and in the development and implementation of systems for the effective and efficient delivery of the outputs of such plans.
- **PARTICIPATES** in meetings of the Management and Technical Committees.
- **MONITORS** and advises on project implementation and reviews technical outputs;
- **PREPARES** and edits technical reports and publications;
- **LEADS** technical staff assigned to the Fisheries Management and Development related consultancies, and manages and participates in the implementation of such consultancies;
- **ADMINISTERS** the CRFM Secretariat's East Caribbean Office.
- **DEVELOPS** annual, quarterly and other Work Plans for the Fisheries Management and Development Programme;
- **REPRESENTS** the CRFM at regional and international fora on matters relating to fisheries management and development, including aquaculture.

5. POSITION DESCRIPTION EVALUATION

POSITION TITLE: Programme Manager, Fisheries Management and Development					
Q U A L I F I C A T I O N S P R O F I L E	FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
	1.	EXPERIENCE	Practical field experience and knowledge of small-scale fisheries management. Knowledge of fisheries management systems development, Senior Professional experience.		
	2.	EDUCATION	A graduate degree in fisheries related field and seven years of relevant experience in fisheries management and development, or a Ph.D. with five (5) years relevant experience.		
	3.	TECHNICAL	Requires the application of much technical knowledge and skill in designing appropriate fisheries management and development systems. Required to prepare papers for publication in reputable fisheries science journals.		
	4.	INITIATIVE AND INGENUITY	By virtue of the expertise developed in the application of Fisheries Management and development principles, the Incumbent is permitted to determine approaches to take and develop own work schedules.		
	5.	DECISION MAKING	Participates in the decision making process at the level of Senior Management, and at the level of project identification and formulation. The Incumbent is free to make decision that are necessary to translate projects into operational plans and schedules.		
	6.	ANALYTICAL	The Incumbent is required to undertake analyses to date and interprets results to make recommendations.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	Requires collaboration with other Programme Managers and Executive management, or in multi-disciplinary teams. External contacts are required with fishers/ staff of Departments/Ministries of Fisheries, regional and International Organizations/For a, technical specialists, etc.		
	8.	FREEDOM TO ACT	Subject to policy directives and guidelines from Senior Management. The Incumbent is free to apply different methods and approaches to Fisheries management and Development projects.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	Responsible for vehicle and other assets and cash of the St. Vincent and the Grenadines Office.		
	10.	SUPERVISION	Supervises Biologists, and support staff of the St. Vincent and the Grenadines Office.		
	11.	JOB IMPACT	Work done in the domain of fisheries management and development has the potential for multi-country impact, in terms of transfers of technology and joint approaches to the management of shared and straddling resources.		
	12.	WORKING ENVIRONMENT	Works either inside or outside under field conditions, as part of a team or group or normal people. Requires to travel by air.		
				TOTAL	

JOB AND POSITION DESCRIPTION

POSITION TITLE:	PROGRAMME MANAGER RESEARCH AND RESOURCE ASSESSMENT	
REPORTS TO:	The Executive Director through the Deputy Executive Director	AGREED BY:
WORK PROGRAMME:	Technical	APPROVED BY:
DUTY STATION:	CRFM Secretariat St. Vincent and the Grenadines	EFFECTIVE DATE:

1. ACCOUNTABILITY OBJECTIVE:

The **Programme Manager, Research and Resource Assessment** is responsible for the assessment of Conch, Lobster, Shrimp, Groundfish, Pelagic, and Reef Fisheries of the CRFM Member States. He/she is also responsible for biological, ecological, and environmental research based on fishery assessment and management needs or on specific requests from CRFM Member States.

2. DIMENSIONS OF POSITION:

(A) Nature and Scope of the Position

The **Programme Manager, Research and Resource Assessment** is required to be part of multi-disciplinary teams engaged in the CRFM Secretariat's planning and budgeting process and to strengthen the CRFM Secretariat's programmes designed to improve the assessment and management of the fish and marine resources of the Caribbean.

The **Incumbent** will advise on, and assist mainly with research and resource assessment activities including, *inter alia*:

- Assessment of large pelagic fisheries for their potential for developing un-utilized or under-utilized resources such as squid;
- Assisting in promoting the effective participation in ICCAT by CRFM Member States, thereby catalyzing collaboration in resource information management and the shared management of the resources concerned.
- Research and assessment of conch, lobster, shrimp, groundfish, pelagic, and reef fishery resources.

The **Programme Manager, Research and Resource Assessment** is responsible for setting “Major Job Objectives” to be executed with the components and projects of the technical programmes; for the setting of priorities, for assessing work performance of subordinates; to discuss with subordinates the “Key Results Areas” to be used as determinants to the performance results on a quarterly basis.

The **Incumbent** is also responsible for the following activities to ensure the CRFM Secretariat’s full contribution to the Region’s effectiveness.

- ◇ Programme and project design, monitoring, execution and evaluation;
- ◇ Preparation and monitoring of the Annual Work Plan and Budget.

(B) PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The **Incumbent** relates to the following areas internally and externally in carrying out the Accountability objective.

<u>AREA / TITLE</u> <u>INTERNAL</u>	<u>RESPONSIBILITY</u>
Deputy Executive Director	Receives leadership and guidance in respect of coordination of technical programmes; to discuss the status of Research and Assessment programs, projects and strategies to ensure technical outputs are delivered efficiently and effectively; to discuss technical projects identified and their development; to collaborate on the development of technical and scientific networks, partnerships and alliances.
Corporate Services Manager	To discuss status of financing of the technical projects/activities; the development of Annual Work Plans and Budgets; to consult on human resource and administrative matters; to review analysis of activities, costs, operations and forecast data to determine progress towards stated goals and objectives.
Programme Manager and Statistics and Information	To collaborate on matters related to the Development and management of data and information products and services; to consult on technology transfer / application; to collaborate in the generation of statistics and information required for fisheries assessment, and management.
Coordinator, Advocacy/Policy and Planning	To coordinate inputs to the development of technical projects; to discuss the strategic and operational plans and the effective functioning of the organization’s promotion / advocacy programmes; to discuss fisheries research and resource

	assessment matters; to receive socio economic inputs to the research and assessment programme.
Management Committee	To participate in the strategic direction of the CRFM secretariat; to undertake representative functions; to plan for, monitor and evaluate technical and corporate programmes; to confer for the review of achievements and discuss required changes in goals and objectives resulting from current status and conditions.
Technical Committee	To participate in and provide resource assessment inputs to the development and management of technical and scientific deliverables.
Programme Manager, Fisheries Management and Development	To discuss fisheries management and development matters; may provide leadership on the management and development of some fisheries; to discuss the integration of fisheries resource assessment and fisheries management outputs at both the national and regional levels; to collaborate in the maintenance of Working Groups on the fisheries resources, and to assist in the transfer of the outputs of these resource groups to facilitate efficient and effective fisheries management.
Biologists	To provide leadership in respect of the implementation of projects under the Fisheries Research and Resource Assessment Programme. To discuss and assist in coordinating activities across the research and assessment programmes.

EXTERNAL

Fisheries Departments	To ascertain Government's priorities and areas of focus; in respect of specific duties, to work with Fisheries Officers to gather and exchange technical data, facilitate and collaborate on fisheries management plans, policies and implementation of national and regional projects; to advise Member States on matters related to the management of shared, straddling or highly migratory fishery resources in the Caribbean.
Donors	To participate in the development and review of donor – funded projects.

Regional and International Organizations / Agencies
Tertiary Training Institutions,
Research Institutions

To collaborate on fishery projects and activities related to specific duties.

Regional and International Fora (e.g., ICCAT, WECAFC, FAO, CITES)

To represent and advocate Member States' / positions at regional and international fora.

C. Personnel Supervised by this Position

DIRECTLY

Biologists

INDIRECTLY

Biologists

(D) Equipment, Machines, Tools and Work Aids Controlled by this Position

<u>Equipment</u>	<u>Machines</u>	<u>Tools</u>	<u>Work Aids</u>
Computer	Fax	Pens	◇ Relevant regional reports
Printer	Photocopier	Pencils	◇ Minutes of Forum Meetings
Telephone			◇ Reports of Regional Meetings
Research equipment			◇ Minutes of Meetings of Management and Technical Committees
			◇ CRFM Secretariat records
			◇ Technical Journals
			◇ Annual Reports
			◇ Quarterly Technical Progress and Financial Reports
			◇ Donor Agencies Technical Reports
			◇ Audited Financial Statements
			◇ Technical Evaluation Reports
			◇ Research literature

3. **PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:**

(The following responsibility statements identify specific duties necessary to attain the CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **PLANS** and **coordinates** all CRFM Resource Working Groups' Meetings, as well as inter-sessional activities.
- **COLLABORATES** with UN / FAO and other Organizations in the coordination of resource assessment activities.
- **DIRECTS** and **coordinates** the work of external consultants contracted to assist in research and resource assessment.
- **PREPARES** proposals for biological, ecological, and environmental research.
- **SUPERVISES** and **implement** field and laboratory research work.
- **PROVIDES** technical support to countries on ICCAT matters, and represents CRFM Member States at ICCAT Meetings.
- **ASSISTS** in the development and implementation of a regional management mechanism for large pelagic fish resources.
- **PROVIDES** training and technical assistance to Fisheries Officers in statistical and resource assessment analyses.
- **ASSISTS** with organization and conduct of national and regional stock assessment and fisheries management workshops.
- **ASSISTS** countries with the implementation of field activities to improve stock assessment and management of commercially important species of fish and shellfish in the Region.
- **PARTICIPATES** in meetings of the Management and Technical Committees.
- **PROVIDES** support in the preparation, analysis and interpretation of various types of fisheries data to provide information and advice on the state of fisheries in the Region.
- **PREPARES, reviews** and **edits** technical reports and publications.
- **PREPARES** Annual Work Plans, Quarterly Progress Reports and Annual Reports.

POSITION DESCRIPTION EVALUATION

POSITION TITLE: Programme Manager, Research and Resource Assessment					
Q U A L I F I C A T I O N S P R O F I L E	FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
	1.	EXPERIENCE	Experience in designing and conducting research and stock assessment of fisheries. Knowledge of fisheries research and assessment.		
	2.	EDUCATION	A post graduate degree in fisheries related field and at least seven years relevant experience in fisheries research and stock assessment, or a PhD with three years experience.		
	3.	TECHNICAL	Requires the application of much technical knowledge and skills in designing appropriate research and resource assessment systems. Must be able to adapt new technology to solve fisheries management and development problems. Required to prepare papers for publication in reputable fisheries science journals.		
	4.	INITIATIVE AND INGENUITY	The Incumbent, by virtue of the expertise developed in fisheries research and resource assessment is expected to determine approaches to take and to develop his/her own work schedules. Responsible for disseminating research findings and information in resource assessment in reports, bulletins and publications.		
	5.	DECISION MAKING	Participates in the decision making process at the Senior Management level and at the level of project identification and formulation. The Incumbent is free to make decisions that are necessary to translate projects into operational plans and schedules.		
	6.	ANALYTICAL	Required to analyse data in identifying problems and finding solutions for same. Must analyse research data using statistical and mathematical methods and use the principles of resource assessment in problem solving.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	Requires internal collaboration with peer Scientists/Technical Staff – individually and in multi-disciplinary teams. External contacts are required with fishers, Ministers of Fisheries/Departments of Fisheries, FACs, International and regional Organizations and Fora, etc.		
	8.	FREEDOM TO ACT	Subject to broad policy directives and guidelines from Senior Management, the Incumbent is free to apply different methods and approaches to research and assessment activities.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	The Incumbent may be required to exercise control over field and laboratory equipment, as well as computer hardware and software. Limited responsibility for cash is envisaged.		
10.	SUPERVISION	Required to direct and supervise the work of Biologists and technicians, evaluating output for technical soundness and accuracy. Provides overall direction for fisheries research and assessment projects.			
11.	JOB IMPACT	Work done in fisheries research and resource assessment has the potential for multi-country impact through the dissemination of technical information. Outputs provide key inputs to inform the management process			
12.	WORKING ENVIRONMENT	Some time is spent under field conditions where the Incumbent is exposed to radiant energy, slippery surfaces, odors, etc. A certain amount of air travel is necessary.			
			TOTAL		

JOB AND POSITION DESCRIPTION

POSITION TITLE:	Biologist	
REPORTS TO:	Programme Manager Fisheries Management and Development	AGREED BY:
WORK PROGRAMME:	Technical	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

1. ACCOUNTABILITY OBJECTIVE:

The Biologist will assist the Programme Manager, Fisheries Management and Development in implementation of sub-projects under the Fisheries Management and Development Programme including the development of Fisheries Management Plans and Systems, the promotion and enhancement of monitoring, control and surveillance in the region; preparation for global competitiveness, the promotion and development of aquaculture and mariculture.

2. DIMENSIONS OF POSITION:

(i) Nature and Scope of the Position

The Biologist is required to participate in the CRFM Secretariat's planning and budgeting process and to strengthen the CRFM Secretariat's programme designed to improve the management and development of the fish and marine resources of the Caribbean.

The Incumbent will advise on, and assist with fisheries management and development activities including, applying the principles of fishery sciences to practical areas such as:

- improved and expanded fisheries management information;
- assisting with programs designed to empower and improve participation of resource users in coastal resource management and planning;
- reforming fisheries policies and improving fisheries management, processing and marketing;
- analysis and diagnosis of national fisheries institutions and industries

- exerting quality control on data received from participating states, and verifying data;
- developing Fisheries Management Plans for Member States;
- assisting with the preparation of reports and dissemination of information on fishery enhancement and management.

The Biologist is required on a quarterly basis to prepare reports which indicate progress toward a defined output.

(ii) Principal Organizational Relationships

(The incumbent relates to the following areas / titles internally and externally in carrying out accountability objectives)

AREA / TITLE

RESPONSIBILITY

INTERNAL:

Programme Manager, Fisheries Management and Development

To receive leadership and guidance in respect of implementation of projects under the Fisheries Management and Development Programme.

Coordinator Advocacy, Policy and Planning

To collaborate on aspects of education awareness building programs, and social implications of fishery management efforts.

Biologists

To coordinate field activities, collaborate on the design of statistical analysis methods and assist with the preparation, analysis and interpretation of catch, effort biological and economic data. To receive inputs to the projects under the Fisheries Management and Development.

Corporate Services Manager

To liaise with and receive guidance in respect of matters related to financing of work program, human resource and administration, and project / program planning and budgeting.

Programme Manager, Statistics and Information

To receive guidance and inputs with regards data analysis, data management and stock assessment.

Programme Manager, Research and Resource Assessment

To receive guidance and inputs in respect of research and assessment, to the projects under the Fisheries Management and Development Programme.

EXTERNAL

Fisheries Departments	To ascertain Government's priorities and areas of focus; to work with Fisheries Officers to gather and exchange technical data, share facilitate and collaborate on formulation of resource management plans, etc.
Fishers and Fishers Organization	To visit fishers and fishers organization and advise on fishery management problems; to participate in seminars, workshops, etc.
Donors	To participate in reviewing aspects of Donor – funded projects germane to fisheries management and development.
Regional and International Organizations / Agencies Tertiary Training Institutions	To collaborate on fishery projects and activities related to specific duties.

(iii) Personnel Supervised by this Position

DIRECTLY

None

INDIRECTLY

None

(iv) Equipment, Machines, Tools and Work Aids Controlled by this Position

Equipment

Computer
Printer
Laboratory Equipment

Machines

Tools

Pen
Pencil

Work Aids

Technical Papers
Bulletins and
Publications
Fact Sheets
Operations Manual
Work Plan and
Budget
Country Programmes
Computer Software

3. PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain CRFM's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **PARTICIPATES** in the recruitment and supervision of consultants and other short- term personnel engaged to provide technical assistance to the countries under the project.

- **PROVIDES** training and technical assistance to fisheries staff in participating states in data collection, fisheries statistics, fish stock assessment and fisheries management and development.
- **ASSISTS** with organization and conduct national and regional fisheries management and aquaculture / mariculture related workshops.
- **ASSISTS** countries with the implementation of field activities to improve the management and sustainable development of commercially important species of fish and shellfish in the Region.
- **ASSISTS** with the establishment and coordination of working groups to effectively deal with issues relating to fisheries management in CARIFORUM countries.
- **ASSISTS** with the organization and conduct national and regional workshops.
- **PREPARES, REVIEWS** and **EDITS** technical reports and publications.
- **PREPARES** Annual Work Plans, Quarterly Progress Reports and Annual Reports.
- **SUPERVISES** short- term consultants contracted to provide technical assistance to the CRFM and participating states.
- **COORDINATES** technical support for management of national databases in the participating states.
- **PROVIDES** support in the preparation, analysis and interpretation of fisheries management data and to provide information and advice on the state of fisheries in the region.

4. DESCRIPTION EVALUATION

POSITION TITLE: Biologist					
QUALIFICATION PROFILE	FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
	1.	EXPERIENCE	Practical field experience and knowledge of small-scale fisheries management.		
	2.	EDUCATION	An advance university degree, preferably a Master degree in fisheries biology or related subject area, and three (3) years related experience.		
	3.	TECHNICAL	Requires the application of technical knowledge in the subject area of fisheries management and development.		
	4.	INITIATIVE AND INGENUITY	The Incumbent works within the parameters set by the Annual Work Plan.		
	5.	DECISION MAKING	Participates in the decision making at the level of project formulation. Incumbent is free to make decisions that are necessary to translate projects into operational plans and schedules.		
	6.	ANALYTICAL	The Incumbent undertakes analyses, interprets results and makes recommendations.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	Requires internal contact with individual Biologists / Senior Biologists as well as in multi-disciplinary teams. External contacts are requires with fishers, fisher groups, biologists, input suppliers, Department of Fisheries, and Scientists.		
	8.	FREEDOM TO ACT	Subject to policy directives from Senior Management, the Incumbent is free to apply different methods and approaches to activities.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	The Incumbent is required to exercise control over equipment and supplies.		
	10.	SUPERVISION	None		
	11.	JOB IMPACT	Work done in the domain of fisheries management and development has the potential for multi-country impact.		
	12.	WORKING ENVIRONMENT	Works either inside or outside under field conditions, as part of a team or group. Required to travel by air.		
			TOTAL		

JOB AND POSITION DESCRIPTION

POSITION TITLE:	SENIOR FINANCE OFFICER	
REPORTS TO:	Executive Director	AGREED BY:
WORK PROGRAMME:	CORPORATE SERVICES	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

I. ACCOUNTABILITY OBJECTIVE:

Responsible for the preparation of all accounting reports, for processing monthly, quarterly and annual accounts and supervising the payroll control function.

II. DIMENSIONS OF POSITION:

(A) NATURE AND SCOPE OF THE POSITION:

The **Senior Finance Officer** is responsible for the effective recording of and reporting on the Secretariat's financial resources, the development of proper systems of financial reporting and internal controls, and assists in the coordination and presentation of the CRFM Secretariat's Audited Financial Statements.

The **Senior Finance Officer** participates in formulating the financial policies of the CRFM Secretariat, consults with the Programme Managers on the financial aspects of each Programme, assists in Annual Budget preparation, and advises on general financial issues.

Among the activities which fall under the scope of the **Senior Finance Officer** are:

- (a) Provides inputs to devising and implementing systems for general accounting, analyzing performance of the financial operation and projecting future expenditure;
- (b) Preparing interim Financial Statements and Balance Sheets for specified accounting periods;
- (c) Provides inputs into the development of systems and procedures for the efficient and effective operation of the CRFM Secretariat;
- (d) Applying principles of fund accounting; cost control and evaluation in the preparation of reports summarizing findings with respect to financial policies, procedures and practices.

- (e) Preparing salaries and staff benefits and ensuring that both internal and external payments are in keeping with laid down procedures;
- (f) Reviewing accounting systems to ensure prompt and full accountability in transactions relating to revenues, receipt and payments.
- (g) The **Senior Finance Officer** must also determine on an annual basis the “Major Job Objectives” for the Finance sub-programme and identify and discuss with subordinates the “Key Result Areas” to be used as determinants to their performance results on a quarterly basis.

(B) PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The incumbent relates to the following areas internally and externally in carrying out accountability objective.

AREA/TITLE
INTERNAL

RESPONSIBILITY

Executive Director	To prepare updated records on the status of contribution of Member States, to discuss the Financial Statement and External Auditor’s Report; to provide inputs to financial administration; and to discuss financial management strategies and issues.
Programme Managers / Coordinator	To discuss budgetary, accounting and financial matters affecting their operations; to discuss the allocation of resources to finance the implementation of the integrated programmes.
Corporate Services Manager	To review cash forecasting and planning systems and process same; to discuss and agree on systems and operation of the finance and accounting function of the CRFM Secretariat. To review the accounting system for Donor resources; to discuss corporate budgets within the CRFM Secretariat; to discuss input data from Programme Managers; to review and monitor budgets at programme and project levels.
Accounting Assistant Administrative Secretary Secretary Office Assistant / Driver	To provide guidance on accounting, general administrative and office management matters.

EXTERNAL

Banking Institutions	To maintain effective working relationships to facilitating proper accounting financing and banking practices.
Suppliers of goods and services	To discuss and ensure that suppliers of goods and services are paid, and that statements of accounts are properly reconciled.

(C) PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Secretary
Information Clerk / Typist
Accounting Accountant
Office Attendant

INDIRECTLY

Administrative Secretary

(D) Equipment, Machines, Tools and Work Aids Controlled by this Position

<u>Equipment</u>	<u>Machines</u>	<u>Tools</u>	<u>Work Aids</u>
Computer Printer	Fax		Accounting Manual Financial Rules and Regulations Telephone Monthly and Quarterly Cash Flow Statements Operations and Procedures Manual CRFM Secretariat files/ records CRFM Secretariat's Budget Debtors' and Creditors' Statements Bank Reconciliations Staff Travel Reports Annual Financial Statements Audited Financial Statements Donor Agencies Financial Reports Income and Expenditure Statement Balance Sheet Sources and Application of Funds Accounting Software

III. PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

- **PREPARES** bank reconciliations by the 25th of the following month to ensure that they have been correctly and completely prepared.
- **PREPARES** journal vouchers and ensures that transaction have been properly authorized and supported by the appropriate documentation before entry into the financial system.
- **EXAMINES** Expense Vouchers prior to check preparation to ensure that payments have been properly authorized and supported by the appropriate documentation.
- **ENSURES** that accurate financial data is entered into the accounting system.
- **CHECKS** Government Disbursement Reports and arrange for replenishment of funds.
- **MONITORS** advances to the countries and sends out reminders to Programme Managers and countries on advances balances.
- **SUBMITS** monthly reports of staff advances to staff members and the Executive Director.
- **ASSISTS** in monitoring expenditures so as to ensure applicability to the annual budget.
- **PREPARES** monthly financial reports by the 15th of the following month.
- **COMPILES** the quarterly financial requirements and prepares advance requests for funds to donors.
- **CHECKS** Sales Tax reconciliations and ensures refunds are received.
- **ASSISTS** in overseeing the financial system and providing regular programme reports as agreed by Management.
- **MAINTAINS** contact with the CARICOM Secretariat to monitor receipts and expenditures of funds under Member States contributions.
- **PROVIDES** reconciled fund balances as requested.
- **PROVIDES** support to the planning and development of annual budgets.
- **ENSURES** that financial reports are produced on a timely basis and along with interpretive analyses where necessary.

- **ASSISTS** with general administration, office management and personnel management.

4. POSITION DESCRIPTION EVALUATION

POSITION TITLE: Senior Finance Officer					
Q U A L I F I C A T I O N S P R O F I L E	FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
	1.	EXPERIENCE	Sound competencies in accounting practices, policies and standards, and use of accounting software.		
	2.	EDUCATION	Degree in Business Administration or related field and five (5) years relevant experience, or professional accounting qualification with three (3) years relevant experience.		
	3.	TECHNICAL	The Incumbent directly maintains the accounting records of the CRFM Secretariat and is required to prepare financial statements, project expenditure reports and to ensure that donor funds are properly accounted for. Required to extract periodic reports for projects, donors, countries, prepare cash position reports, and reconcile accounts for consolidation purposes.		
	4.	INITIATIVE AND INGENUITY	By virtue of the expertise developed in the application of accounting principles, the Incumbent is permitted to determine approaches to take to develop his / her own work schedules.		
	5.	DECISION MAKING	Decisions are made within defined parameters, e.g. budgets, codings for expenditures, etc.		
	6.	ANALYTICAL	Examines ledgers, accounts for errors in posting, calculation or recording. Verifies correctness on documents such as vouchers. Interprets financial statements, usage reports, etc.		
	7.	INTER-PERSONAL/ STAFF RELATIONS	Interpersonal contacts are required between this Headquarters and with staff at East Caribbean Office in the normal course of duty.		
	8.	FREEDOM TO ACT	The Incumbent is required to comply with the CRFM Secretariat's Rules and Regulations governing Financial Administration and the maintenance of primary financial data for use in maintaining accounting records.		
	9.	RESPONSIBILITY FOR MATERIALS, CASH, ETC.	Responsible for the preparation of Financial and Accounting Reports. The Incumbent is expected to be precise through and meticulous in numerical determination and record preparation.		
	10.	SUPERVISION	Supervises support staff in the delivery of finance sub-programme, evaluating input for technical soundness and accuracy.		
	11.	JOB IMPACT	Job Impact on the financial soundness of the CRFM Secretariat's Work.		
	12.	WORKING ENVIRONMENT	Normal, adequate office conditions.		
			TOTAL		