

## JOB AND POSITION DESCRIPTION

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

### 1. ACCOUNTABILITY OBJECTIVE:

The **Programme Manager, Research and Resource Assessment** is responsible for the fisheries and related research and resource assessment to provide information for planning and decision-making, including, inter alia: assessment of commercially important fisheries such as Conch, Lobster, Shrimp, Groundfish, Pelagic, and Reef Fisheries and aquaculture of the CRFM Member States. He/she is also responsible for biological, ecological, social, economic, environmental and climate change-related research based on fishery assessment and management needs or on specific requests from CRFM Member States.

The ideal candidate will combine expertise in fisheries data collection, management, and assessment with strong program management, digitization, training and capacity building.

### 2. DIMENSIONS OF POSITION:

#### (i) Nature and Scope of the Position

The **Programme Manager, Research and Resource Assessment (PM,RRA)** 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 monitoring, assessment and management of the fish and marine resources of the Caribbean. The PM, RRA will be responsible for providing full technical support with respect to evidence-based fisheries assessment, management and decision-making, in fulfilment of the obligations of the CRFM Secretariat in its role as CARICOM's regional fisheries body. The RM, RRA will also support the Programme Manager, Fisheries Management and Development and the Statistics and Information Analyst.

The **Incumbent** shall work in close collaboration with Senior Staff of the CRFM Secretariat and will provide advice on, and assist with research, data management, database development/maintenance, resource assessment, and provide scientific information, and advise on policy for the management and sustainable use of key fisheries resources in the Caribbean, *inter alia*:

- develop project proposals, coordinate research programmes, and assess the status of fisheries of interest to CRFM Member States, including pelagic, conch, lobster, shrimp, groundfish, and reef fisheries, and environmental and climate change impacts on the living marine resources.
- in collaboration with CRFM Secretariat technical staff, support research activities related to biological, ecological, social, economic, environmental and climate change related research based on fishery assessment and management needs or on specific requests from CRFM Member States;
- assess the effects on fishery performance and non-target species of fishing strategies and management and conservation practices;
- evaluate new methods for fishery assessment and provision of fisheries conservation and management advice;
- assist in promoting the effective participation in ICCAT and other RFMOs by CRFM Member States, thereby catalyzing collaboration in resource information management and the shared management of the resources concerned;
- support Member States to improve data collection, management, analysis of fisheries and aquaculture data;
- recommend and develop policies and procedures for the collection, compilation, and dissemination of statistical data and information on the fisheries of interest to Member States;
- provide technical assistance to Member States to strengthen national and regional fisheries and aquaculture data management systems;
- prepare fisheries management advice and recommendations for fisheries managers of the region through the CRFM Working Group and the FAO/WECAFC joint working groups;
- lead the research and assessment activities of CRFM Scientific Working Groups and other similar bodies established by the Forum or Ministerial Council. The CRFM working groups include but are not limited to the Reef and Slope Working Group, Continental Shelf Fisheries Working Group, Pelagic Working Group, Methods, and Training Working Group;
- assist in improving the timeliness and quality of fisheries statistical reporting by CRFM Member States;
- monitor and implement CRFM Secretariat's field activities related to scientific research and fishery assessment;
- provide training to representatives of Member States in data collection, data digitization, research techniques, fisheries statistics, and fish stock assessment methods;
- prepare publications to document CRFM activities in research and resource assessment;
- coordinate the planning and implementation of cooperative research with Member States and regional institutions such as University of the West Indies, University of Belize, University of Guyana, University of Trinidad and Tobago, University of Suriname, WECAFC, OSPESCA and other regional agencies;

The **Programme Manager, Research and Resource Assessment** is also responsible for: contributing to the establishment of “Major Job Objectives” to be executed with the components and projects of the relevant technical programmes; for assessing work performance of subordinates, where applicable; for discussing 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 strategic and medium term plans, work plans and related budgets.

### 3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

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

#### AREA / TITLE INTERNAL

Deputy Executive Director

#### RESPONSIBILITY

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.

Manager, Finance and Admin.

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, 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.

Programme Manager, 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.

The Programme Manager – Climate Change & Blue Economy Development Policy, Planning, and Management

To receive leadership and guidance in respect to planning, policy analysis and development, programme and project development and implementation, and to strengthen the CRFM Secretariat’s programme and initiatives designed to adapt to climate change, improve and accelerate the development of the region’s blue economic potential based on the marine living resources of the CRFM Member States including the high seas resources, and improve welfare and livelihoods of fishing communities.

Management Committee

To participate in the strategic direction of the CRFM secretariat; to undertake representative functions; to contribute to the planning, monitoring and evaluation of 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 fishery/resource assessment inputs to the development and management of technical and scientific deliverables.

## **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; in respect of specific duties, 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 Training Institutions, Research Institutions

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

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

To represent and advocate Member States’ / Region’s positions at regional and international fora.

(ii) **Personnel Supervised by this Position**

**Directly**

None

**Indirectly**

4. **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 CORDINATES** all CRFM Technical/ Scientific Working Group Meetings, as well as inter-sessional activities of these Working Groups, namely: Pelagic Fisheries Working Group (PWG), the Reef and Slope Fisheries Working Group (RSWG), the Continental Shelf Fisheries Working Group (CSWG), and the Data, Methods, and Training Working Group (DMTWG). Primarily for advancing resource assessment for major commercial species assessment per working group.
- **ASSISTS** Member States in the development and elaboration of data collection and management plans and in the development and implementation of systems for the effective and efficient delivery of the outputs of such plans, and monitoring and evaluating their implementation.
- **COLLABORATES** with UN/FAO and other Organizations in the coordination of research and resource assessment activities.
- **DIRECTS** and coordinates the work of external consultants contracted to assist in research and resource assessment.
- **COORDINATES** technical workshops and training and capacity building events at national and regional levels to assist CRFM in field data collection, research techniques, statistics and stock assessment.
- **ASSISTS** with organization and conduct of special national and regional technical meetings, as may be required from time to time.
- **COORDINATE** the acquisition and reporting of fisheries data from CARICOM countries for inclusion in CRFM publications.
- **PREPARES** proposals for scientific research and research proposal.
- **SUPERVISES** and implement field and laboratory research work.
- **PROVIDES** technical support to countries on ICCAT matters and represents CRFM Member States at ICCAT Meetings.
- **COORDINATES** regional-level scientific contributions to ICCAT and other RFMOs as appropriate.
- **ASSISTS** countries with the implementation of field activities to improve fishery/ stock assessment and management.
- **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.
- **DEVELOPS** proposals and implements programmes and projects to strengthen fisheries conservation and management to achieve sustainable use of the living marine and aquaculture resources
- **ASSESSSES** the situation regarding CRFM member states' capabilities to meet the requirements for global fish trade and develop and implement a data collection and analysis programme to obtain the required data for global competitiveness.

## 5. POSITION DESCRIPTION EVALUATION

<b>POSITION TITLE: Programme Manager, Research and Resource Assessment</b>					
<b>Q U A L I F I C A T I O N S  P R O F I L E</b>	<b>FACTORS</b>	<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>	
	1.	<b>EXPERIENCE</b>	Experience in designing and conducting research and stock assessment studies of tropical fisheries. High level written and oral communication skills and track record of publication in peer reviewed journals.		
	2.	<b>EDUCATION</b>	Post graduate training in fisheries, marine biology or related field and at least ten years relevant experience in fisheries research and stock assessment, including at least five years working in tropical fisheries, or a PhD with five years experience.		
	3.	<b>TECHNICAL</b>	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.	<b>INITIATIVE AND INGENUITY</b>	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.	<b>DECISION MAKING</b>	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.	<b>ANALYTICAL</b>	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.	<b>INTER-PERSONAL/ STAFF RELATIONS</b>	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.	<b>FREEDOM TO ACT</b>	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.	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC.</b>	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.	<b>SUPERVISION</b>	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.	<b>JOB IMPACT</b>	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.	<b>WORKING ENVIRONMENT</b>	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.		
			<b>TOTAL</b>	

