



**FFA**

## APPLICANT INFORMATION PACKAGE

### MANAGEMENT ACCOUNTANT

**CLOSING DATE – 29 APRIL 2016**

#### **HOW TO APPLY -**

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

All applications are to be addressed to; *Manager Human Resources, Forum Fisheries Agency, 1 FFA Road, Honiara, Solomon Islands*

All applications to be submitted by email to [recruitment@ffa.int](mailto:recruitment@ffa.int)

For any enquiries: please contact [recruitment@ffa.int](mailto:recruitment@ffa.int)

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## **A. INFORMATION ABOUT THE FORUM FISHERIES AGENCY**

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. This fishery is now one of the largest in the World, catching around 1 million tonnes annually. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the highest levels of social and economic benefits for our people through the sustainable development of our fisheries resources.”

The Mission of the Forum Fisheries Agency is: “To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources”

The work of the Agency is delivered through two programs: Fisheries Management and Fisheries Development.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders’ call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services. The total budget for 2015/2016 is USD\$27.4 million

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa,

Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

### C. REMUNERATION PACKAGE – TERMS AND CONDITIONS

<b>Duty Station</b>	Honiara, Solomon Islands
<b>Duration:</b>	Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance.
<b>Grade:</b>	Appointment will be at the Band 10 of FFAs authorised salary scale for internationally advertised positions.
<b>Salary:</b>	<p>The base salary for this position starts at <b>SDR28,603</b></p> <p>The starting salary is <b>USD\$56,214 including COLDA and Location Allowance</b> (subject to changes in exchange rates).</p> <p>In addition, superannuation, insurance, medical, education, rental and other allowances as detailed below are provided</p> <p>Salary, COLDA and location allowance are paid fortnightly.</p>
<b>Term:</b>	<p>Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the Director General.</p> <p>An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.</p>
<b>Superannuation</b>	Minimum legal requirement of 7.5% paid to a nominated superannuation fund or as a cash supplement
<b>Insurance:</b>	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
<b>Annual Leave:</b>	30 working days per annum
<b>Sick Leave</b>	36 working days per annum
<b>Other</b>	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
<b>Public Holidays:</b>	In accordance with Solomon Islands public holidays.
<b>Leave</b>	Entitled to return economy class airfares to place of recruitment for every completed

	year of service except in terminal year. Airfares cover staff, dependant spouse and children.
<b>Medical Benefits:</b>	All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-house Medical Scheme. FFA medical scheme is covered by insurance against exceeding limits.
<b>Definition of Dependent child”</b>	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is – (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
<b>Education Allowance:</b>	Reimbursable basis of 75% of fees. Primary School – 75% of tuition fees of Woodford International School in Honiara. Secondary and Tertiary – 75% of tuition and boarding up to US\$13,500 per child per year. Limit to 3 children. Conditions apply.
<b>School travel:</b>	One travel per annum either for the child (educated overseas) from school to Honiara return or the staff or spouse to visit the child at school return
<b>Retention Incentive:</b>	21% of basic salary in final year, payable on completion of a three year contract
<b>Removal Expenses:</b>	*Removal and travel expenses to place of recruitment and a repatriation allowance of two weeks of base salary.
<b>Other Allowances:</b>	A Security Guard allowance of up to SBD\$96 a day on reimbursable basis. Location and COLDA allowance is paid fortnightly.
* Not applicable to permanent resident or citizen of Solomon Islands. Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.	

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**Both men and women are invited to apply.**

**More information on the Agency can be obtained on our website [www.ffa.int](http://www.ffa.int).**

An affirmative action policy applies in respect of applicants from FFA's Pacific Island members. Where an FFA Pacific Island member candidate is deemed to be of equal merit to a non-Island candidate, he or she can be appointed, at the discretion of the Director-General, in favour of that Island candidate.

## **D. SOLOMON ISLANDS**

Solomon Islands consists of a chain of six large islands and numerous smaller ones, stretching over 1,400 km.

The total land area is 28,530 sq. km of which the largest island, Guadalcanal, has an area of 5,600 sq. km. Other major islands are Choiseul, New Georgia, Santa Isabel, Malaita and Makira. Solomon Islands is located between 5 and 12 degrees south latitude and 155 and 170 degrees east longitude. Due west is Papua New Guinea and to the south-east are the islands of Vanuatu and New Caledonia. To the south-west across the Coral Sea lies Australia. The capital, Honiara, on the island of Guadalcanal, is approximately 2,100 km north-east of Brisbane.

The climate is tropical but influenced by the surrounding sea and trade winds. The cooler season is from April to November when the south-east trade winds blow. From November to April the north-west winds bring higher temperatures and occasional tropical cyclones. Rainfall generally is high averaging 3,000 mm per year. However, Honiara, the capital, is somewhat drier with an average 2,000 mm. Daytime temperatures usually exceed 27 degrees Celsius. In general, temperature ranges from 20 to 34 degrees Celsius all year round.

Education for non-Solomon Islands citizens is available at the Woodford International School in Honiara up to Grade 10. The School is currently adopting the Queensland (Australia) curriculum. .

Expatriate employees of the Agency are accorded partial diplomatic privileges by the Solomon Islands Government. First entry privileges allow the importation free of duty of items such as a motor vehicle and personal effects within the first 6 months of arrival date. The Director-General and Deputy Director-General are accorded full diplomatic privileges.

There is a self-funding staff club which provides some facilities for staff and their families including a mini-gym, tennis court, pool table, and darts.

There are basic medical facilities with several private practices, and a central hospital. Facilities at the hospital are limited, and vaccines in Honiara are not always readily available. Optical services in Honiara and dental services are a bare minimum with specialist treatment needing to be obtained overseas.

The commercial banks in Honiara are Westpac, ANZ, and the Bank of South Pacific (BSP). The following are some of the current BSP exchange rates for the Solomon Islands Dollar (SBD): (as of 1 March 2016). Please note that the exchange rates do change daily.

SBD 1.00 = *US Dollars = 0.1218*

*Australian Dollars=0.1690*

*New Zealand Dollars=0.1817*

*Fijian Dollars= 0.2522*

*PNG Kina= 0.3590*

International air services are provided by Solomon Airlines, Air Niugini, Virgin Airlines and Fiji Airways.

Resident diplomatic missions are maintained by the United Kingdom, Australia, New Zealand, Papua New Guinea, Japan, Taiwan and the European Union. There is also a United States Consular Agent office and the Australian High Commission also acts as an agent for Canadian citizens. Nationals whose governments have diplomatic representations in Honiara are advised to register with their relevant offices on arrival in the Solomon Islands

Malaria is endemic in Solomon Islands and you are advised to seek independent medical advice on this and other issues associated with living in the tropics, in a developing country. Children should be fully immunised, especially against hepatitis, tuberculosis, tetanus, diphtheria and whooping cough. Some medical authorities also suggest immunisation for cholera and typhoid.

The Agency assists professional staff to locate suitable housing. Where an FFA owned or rented house is available, and it is suitable for the respective family, staff are expected to accept these properties. Properties are well maintained. The housing market is difficult at the moment because the local economy is going through a period of rapid development but we are normally successful in obtaining quality property rentals. Most properties are security fenced and the FFA currently provides an allowance for night security guards.

Law and order in Honiara has greatly improved since the arrival of the Australian led Regional Assistance Mission to the Solomon Islands (RAMSI) in July 2003. Applicants are advised to check the travel advisories issued by governments with Diplomatic representation in Honiara. The FFA's expatriate staff report Honiara to be generally a safe environment however, the security situation remains relatively unpredictable and petty crimes do exist which could sometimes involve violence.

More information on the Solomon Islands can be found on the website of the Solomon Islands Visitors Bureau [www.visitsolomons.com.sb](http://www.visitsolomons.com.sb)

