JOB REQUIREMENT

Title: Project Manager/USAID Southeast Asia Fisheries Partnership
Department/office: Training Department
Southeast Asian Fisheries Development Center (SEAFDEC)
Duration: 5 Years
Workplace: SEAFDEC/Training Department

BACKGROUND

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises of 11 Member Countries: Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The mission of SEAFDEC is “To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia.”

SEAFDEC receives a Public International Organization (PIO) grant from the United States Agency for International Development (USAID) to implement USAID Southeast Asia Fisheries Partnership, hereafter called as “Activity,” which commenced in 2023 and will be implemented until 2028. This Activity has the overarching goal for “fisheries and aquaculture practices and productions improved and managed sustainably” with three objectives, namely: 1) Fishery policies, programs, and plans supported by SEAFDEC are adopted and implemented by national fisheries agencies; 2) Commercial and small-scale fishers have appropriate financial and human resources, capacity, and good governance to adopt sustainable fishing and aquaculture practices, and 3) Increase operational and technical capacity among national fisheries agencies and fisheries institutions. USAID Southeast Asia Fisheries Partnership is a component of the USAID Sustainable Fish Asia project funded by USAID Regional Development Mission for Asia (USAID/RDMA.)

The Activity will be managed and coordinated by the Project Coordinating Unit (PCU) at the SEAFDEC Training Department (TD) (located in Samut Prakan Province, Thailand) where three staff including the Project Manager (PM) and Monitoring, Evaluation, and Learning (MEL) Specialist, and Communication Specialist will be full-time recruited and stationed at SEAFDEC/TD and will work closely with other staff from the SEAFDEC Secretariat and TD.

PROJECT MANAGER

The Project Manager (PM) is the key personnel of the USAID Southeast Asia Fisheries Partnership which would be responsible for overall project implementation, managing delivery of the project activities as stipulated in the project document. The PM will report to the SEAFDEC Secretary-General and the Policy and Program Coordinator (PPC) of SEAFDEC Secretariat. This position is a full-time position based at the Project Coordinating Unit (PCU), the SEAFDEC/TD. The expected period of performance of the PM is five years, which covers the entire project period. However, this is subject to the availability of funds from USAID.
To be considered for this position candidates must meet the following minimum qualifications:

1. Job Knowledge/Skills:
   - A comprehensive understanding of Southeast Asian economic, social, cultural, and political characteristics, current development prospects, and general development in the region.
   - A thorough understanding of USAID project objectives and US Government legislation, policy, and practice related to development assistance.
   - Strong organizational, leadership and communication and project management skills, along with knowledge of best practices to achieve the Activity goal and objectives.
   - Understand the technical subjects implemented by the Activity.

2. Responsibilities:

Project management and coordination
- Assuming general responsibility for the day-to-day managing the implementation of all Activity objectives and activities.
- Provide direct oversight and supervision for the Activity’s staff in all technical, financial, and administrative aspects.
- Serve as the primary liaison with USAID, SEAFDEC, subcontractors, other partners, and the PCU.
- Develop work and budget plans, and ensure all delivery of activities on schedule, budget, and in accordance with the Activity agreement and subsequent plans/budgets agreed with the donor.
- Work with other departments, public private agencies, subcontractors, and independent consultants on the implementation of the Activity, and other activities assigned.
- Develop and revise detailed annual work and budget plans based on the approved work and budget plans.
- Ability to effectively respond to continuously evolving priorities, problem analysis and solving, TOC development, annual review, work planning and learning activities.
- Support the development and timely submission of detailed work and cost plans in consultation with other SEAFDEC’s technical departments.

Reporting and compliance
- Develop the progress, financial reports and other deliverables while performing high level reviews and quality control as required by the work plan.
- Ensure that activities adhere to USAID and SEAFDEC rules and regulations outlined in the agreement or otherwise relevant under USAID and SEAFDEC policy.
- Guide and backstop development of communications materials (e.g., success stories) and visibility (e.g., sign boards, banners) as outlined in the Branding Strategy and Marking Plan.
- Monitor and certify budgeted expenditures prior proposed to SG/TDC to approval.

Monitoring, evaluation, and learning
- Support development and implementation of systems/framework to monitor and report on progress, performance indicators and objectives.
- Organize team meetings in PCU and with other concerned partners to monitor and manage the progress of the implementation.
- Compile and maintain Activity reports/minutes of the meetings.
- Lead in site visits to monitor and evaluate the progress of project activities.

Staff management
- Manage and develop TORs to recruit consultants/partners, and the Activity staff in consultation with the responsible departments to ensure smooth delivery across functions.
- Supervise PCU staff by providing input, feedback, guidance, and direction.
- Support relevant staff by providing input, feedback, guidance, and direction.
- Track and review PCU staff performance.
- Identify capacity building needs to enhance relevant technical and managerial skills.
3. **Education**

- Advanced degree in any of the following field is required: international development, international studies, social sciences, economics, business administration, public administration/policy, natural resource management, environmental science, or related fields.

4. **Prior Work Experience:**

- A minimum of ten (10) years of progressively responsible, professional-level experience in the development field is required, preferably experience working in the Southeast Asian region.
- Five (5) years of this should have been in development and management of a multi-dimensional USAID project or equivalent donor-funded programs.
- Proven experience as a program manager with outstanding leadership, communication, and organizational skills. This should include project design, program planning and implementation, performance monitoring, and/or the analysis and interpretation of large amounts of complex program/project/activity information.
- A sound technical understanding of the fisheries sector, and experience of designing and managing evidence-based programs required.

5. **Language Proficiency/Communication Skills**

Advanced English proficiency is required to be able to communicate effectively with USAID/RDMA, U.S. Embassy staff at all levels, SEAFDEC concerned officers, and external contacts.

“SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status.”

**TO APPLY:** Applicants are invited to submit details curriculum vitae with a recent photo and documents before 14 January 2024 to:-

Ms. Arpaporn Eiamsaard  
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General Administrative Division, Training Department  
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