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JOB ANNOUNCEMENT

Project Manager (PM)/Technical Advisor

Position: Project Manager (PM)/Technical Advisor for the Project "Blue Horizon: Ocean Relief through Seaweed Aquaculture"
Workplace: Project Management Unit (PMU) office, SEAFDEC Secretariat, Bangkok, Thailand
Contract type: Full-time, Project-based fixed-term employee
Duration: 4 years
Nationality: Applications are welcome from candidates of any nationality

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 in collaboration with WWF GEF Agency will implement the Global Environmental Facility (GEF)-funded Project "Blue Horizon: Ocean Relief through Seaweed Aquaculture" which is to be executed from 1 July 2024 until 31 December 2028. This Project has the overarching goal of creating new sustainable seaweed value chains that will deliver ecosystem services and provide socioeconomic benefits through four Components, namely: 1) Regional approach and capacity for seaweed value chains in Southeast Asia; 2) Enabling Environment for Seaweed Aquaculture in the Philippines and Viet Nam; 3) Seaweed Value Chains (production, processing, and marketing); and 4) Knowledge Management, M&E, and IW Learn (regional).

The Project will be managed and coordinated by the Project Management Unit (PMU) under the supervision of the SEAFDEC Secretary-General. The office location is at the SEAFDEC Secretariat in Kasetsart Campus, Bangkok, Thailand.

Project Manager/Technical Advisor

The Project Manager (PM) holds primary responsibility for overseeing project implementation, ensuring the delivery of project activities outlined in the project document. Additionally, he/she will serve as a Technical Advisor, guidance and leadership for outputs within Component 1 and Component 4. He/she will report directly to the SEAFDEC Secretary-General and the Policy and Program Coordinator (PPC) of the SEAFDEC Secretariat. This full-time position is based at the Project Management Unit (PMU), which located at the SEAFDEC Secretariat in Kasetsart Campus, Bangkok, Thailand.



In this role, the PM will oversee PMU staff, strategically develop the project work plan in close collaboration with SEAFDEC staff, and collaborate with counterparts in Viet Nam and the Philippines (national PMU), as well as consultants, technical teams, and the WWF GEF Agency. Together, they will develop and consolidate work plans, budgets, and multi-team interventions crucial for the project's success and sustainability, aligning efforts with the project's desired outcomes.

The anticipated duration of performance for the PM/Technical Advisor is four (4) years, covering the entirety of the project period. The initial contract is set for two (2) years with the potential for extension.

This position is open to applicants of any nationality. We encourage applications from individuals of diverse backgrounds and experiences. We are committed to gender equality and encourage applications from all qualified individuals regardless of gender.

Salary: Starting pay range is up to 3,200 USD per month (Negotiable, depending on experience)

Qualifications

1. **Education:** Master's Degree or above in a relevant field or discipline *e.g* fisheries, aquaculture, natural resource and environmental management, environmental policy, international development, or social sciences.
2. **Experience:**
 - Minimum of 10 years' experience in managing complex regional and/or international projects, preferably in marine seaweed aquaculture in the Southeast Asian region.
 - Proficiency in project management, financial reporting, monitoring, and evaluation methodologies, with experience in GEF policies, processes, and projects considered advantageous.
 - Proven ability to lead and supervise multidisciplinary teams, creatively solve problems, and possess excellent analytical and management skills.
 - Track record of successfully completing projects within defined scope, budget, and timeline.
 - Technical experience and knowledge in the thematic area of the project.
 - Proven proficiency in writing and editing promotional and informational material.
 - Exceptional interpersonal skills to manage diverse internal and external relationships effectively.
 - Ability to engage effectively with senior staff of government, industry, NGO, and supra-national organizations.
 - Experience in coordinating project partners.
 - High proficiency in oral and written English communication, with demonstrated ability to effectively communicate with WWF GEF Agency, SEAFDEC officers, and external stakeholders.
3. **Job Knowledge/Skills:**
 - Comprehensive understanding of Southeast Asia's fisheries and aquaculture sector, particularly of the seaweed aquaculture industry, climate change, environmental policy development, as well as an understanding of economic, social, cultural, and political dynamics of the region.
 - Strong organizational and leadership skills, effective communication abilities, and



3. Job Knowledge/Skills:

- Comprehensive understanding of Southeast Asia's fisheries and aquaculture sector, particularly of the seaweed aquaculture industry, climate change, environmental policy development, as well as an understanding of economic, social, cultural, and political dynamics of the region.
- Strong organizational and leadership skills, effective communication abilities, and proficiency in project management, including financial management and reporting, results-based management and reporting, monitoring and evaluation, gender integration, and knowledge management. Additionally, knowledge of best practices to achieve the project's goal and objectives.

Responsibilities

Project management

- Day-to-day management, monitoring and evaluation: supervise and evaluate project activities and results according to the ProDoc, Grant Agreement, memo amendment, and Annual Work Plan and Budget, ensuring alignment with the project objective and targets in the Results Framework.
- Overall project implementation: overall responsibility for project implementation, and specific accountability for executing Components 1 and 4.
- Reporting and coordination:
 - Prepare, oversee, coordinate, and consolidate the production of technical and financial reports (*e.g.* work plans and budgets, progress reports, financial reports, close-out reports) in accordance with the Grant Agreement, ensuring timely delivery to WWF GEF Agency.
 - Coordinate preparation of annual co-finance reporting and financial audits, ensuring timely delivery to WWF GEF Agency.
- Staff recruitment and management: develop Terms of Reference, and appoint all other PMU staff (fixed term/full-time with the project) and consultants (short-term contracts), and ensure staff and consultants are familiarized with their Terms of References.
- Quality assurance: review and ensure the quality of reports and other deliverables from consultants and staff.
- Coordination of web-based platform: oversee and coordinate work on the design, development, and operation of the web-based seaweed communications platform.
- Stakeholder engagement: initiate as needed and manage stakeholder engagements at the regional and global levels.
- Workshop and meeting organization:
 - Lead planning and organization of project-level workshops and meetings, including regular meetings with project teams, consultant, and partners.
 - Lead planning and organization of the inception workshop, project steering committee meetings, annual reflection workshops, and serve as secretary of meetings, including preparing reports for circulation to countries and partners and submission to WWF GEF Agency.
- Project Steering Committee (PSC): manage the workflow for the Project Steering Committee (PSC) and follow-up actions.



- Financial oversight: oversee the preparation, disbursement, and financial report of activities for Component 1 and 4.
- Representation: represent the project in various regional and global forums.

Technical support to Component 1 (charged under technical components)

- Lead and provide guidance on outputs under Component 1, including:
 - Establishment and program of work for the Seaweed Technical Working Group (Output 1.1.1).
 - Development of the 'Guide to Promoting a Sustainable Seaweed Industry in the SEA Region' (Output 1.1.2).
 - Development of the 'Regional Principles of Responsible and Safe Seaweed Aquaculture' and complementary Toolkit (Output 1.1.3).
 - Development of training modules and information packages.

Monitoring and Evaluation

- Ensure timely completion of project progress reports and implementation of the project M&E plan in accordance with WWF and GEF standards, meeting reporting deadlines and maintaining the highest quality. Collaborate with the M&E Specialist (consultant) to design a database to maintaining project implementation data. Manage the database and work with implementation partners to ensure accuracy and regular updates of collected data.
- Monitor the application of project M&E plans and gather and analyze relevant data.
- Supervise annual tracking against the results framework and provide a completed and up-to-date Results Framework and Work Plan tracking for each project year.

Communications and Knowledge Management (Output 4.1.1, Output 4.1.2)

- Provide technical leadership and guidance on the planning, development, and delivery of communication products.
- Ensure the implementation of the project's knowledge management strategy.

"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: Please visit our website www.seafdec.or.th to download the application form and submit it in English with the following documents **by 20 August 2024**. Short-listed applicants will be contacted for interview.

- A cover letter indicating the position title and how the applicant meets the requirements of that position
- A detailed Curriculum Vitae (CV)
- An application form
- A copy of the education qualification or transcript
- A copy of passport
- A copy of identification card (In case of Thai Nationality)
- A copy of house registration (In case of Thai Nationality)
- A copy of evidence of release from military obligations (In case of Male Thai Nationality)
- A photograph of the applicant
- Examples of reports, works, publications
- Other related documents (if any)



Submit to: Administrative and Human Resources Section,
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
23 July 2024