



FFA

APPLICANT INFORMATION PACKAGE

MAINTENANCE ASSISTANT (2)

This position is a “Position advertised Locally” and is open to residents of Solomon Islands only.

CLOSING DATE – 21 JUNE 2022

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

For any enquiries: please contact recruitment@ffa.int

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2. 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. 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 greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.”

The Mission of the Forum Fisheries Agency is: “Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.”

The work of the Agency is delivered through: Fisheries Management, Fisheries Development and Fisheries Operations.

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.

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.

3. TERMS OF REFERENCE

Job Identification

Job Reference:	
Job Title:	Maintenance Assistant (2)
Work Unit:	Corporate Services Division
Responsible To:	Property Manager
Responsible For:	Nil
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> • Provide minor and routine maintenance and repair (carpentry, roofing and plumbing, electrical and air-conditioning of FFA buildings, housing and, equipment) work to FFA premises, equipment and furniture. • Assist with quality control and assessment of work undertaken by contractors
Date:	May 2022

The FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

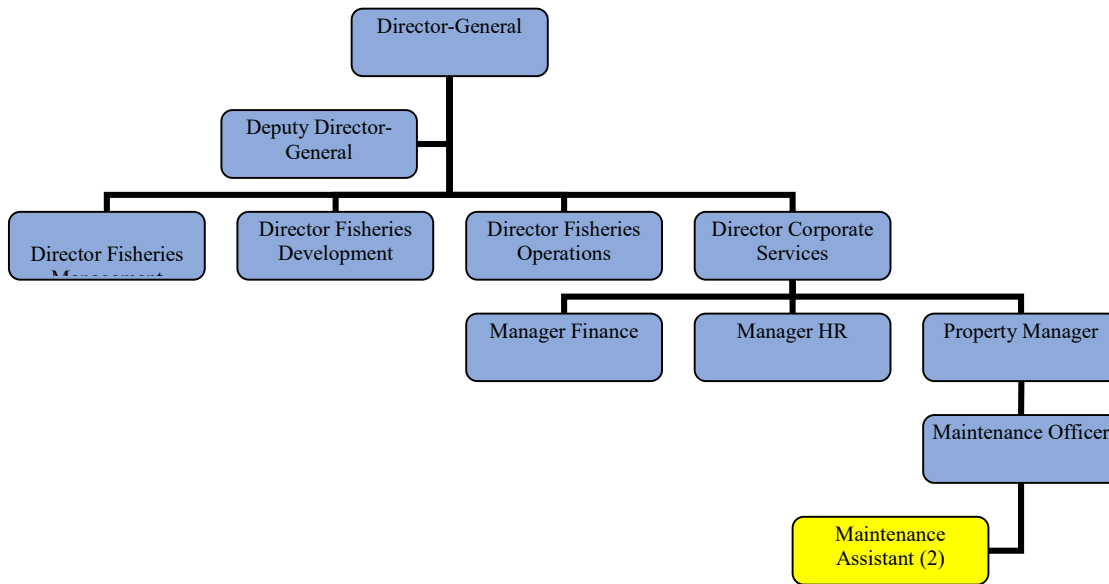
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020-2025

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Effective and efficient maintenance support services for the Agency and Staff
2. Effective and efficient contract management
3. Provision of emergencies support services for the Secretariat and to staff when required

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<p>KRA 1: Provide effective and efficient maintenance support services for the Agency and staff:-</p> <p>Secretariat buildings and premises</p> <ul style="list-style-type: none"> • Carry out minor and routine repairs and maintenance work for:- <ul style="list-style-type: none"> ○ FFA residential houses ○ FFA Office and properties including the conference Centre ○ FFA compounds • Arrange for appropriate tradespersons such as electricians & plumbers when required. • Perform routine maintenance duties including minor repairs of electrical, plumbing and carpentry nature • Carry out minor repairs and defects of equipment, plant, buildings as and when required • Prepare verbal and written reports on progress of maintenance work • Keep inventory of maintenance and cleaning supplies and equipment <p>Staff</p> <ul style="list-style-type: none"> • Attend to staff requests where appropriate in the absence of the Maintenance Officer • Provide removal support for staff re-locations requests 	<ul style="list-style-type: none"> • FFA premises and assets are well maintained • Effective maintenance support services provided • Zero safety hazards • Reports provide meaningful information for planning and budget and continuous improvement • Inventory and cleaning supplies well stocked and records kept • Staff are well supported
<p>KRA 2: Contract Management</p> <ul style="list-style-type: none"> • Assist the Property Manager in ensuring that contractors/Suppliers provide appropriate works and services as required under contract • Follow-up with contractors/supplier's implementation and completion of assigned works • Report to the Property Manager through the Maintenance Officer issues arising out of contactors work • Assis with obtaining of quotes for materials for repairs and maintenance and also office supplies and equipment's when it is required 	<ul style="list-style-type: none"> • Appropriate follow-up of works • Property Manager advised of issues and issues are resolved • Works completed on time • Cost effectiveness of work

is accountable for	and is successful when
KRA 3: Assist with the provision of emergency services to the Secretariat and staff <ul style="list-style-type: none"> • Assist with delivery of essential items to staff when needed • Assist with transporting staff members to the office or medical facilities when required. • Assist with emergency repair requests for staff 	<ul style="list-style-type: none"> • Staff are well supported • Emergency response provided to staff and their families

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • Ensuring that multiple activities are carried out on time • Ensuring that staff expectations are managed accordingly • Organising a schedule of work to meet deadlines and requests

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> • Contractors/Suppliers 	<ul style="list-style-type: none"> • Obtain information/quotes and convey direction for works • Follow-up and advise suppliers/contractors on changes to requirements for works undertaken
Internal Maintenance Officer/ Property Manager HR Manager Director General/Deputy Director-General All Staff	<ul style="list-style-type: none"> • Receive instructions/directions and action appropriately • Reporting to the manager Property and Manager HR Manager on issues arising out of the performance of duties • Provide information • Provide information and assistance where needed

Level of Delegation

The jobholder:

<p>The Job Holder is expected to plan and organise schedule of maintenance work and carry out activities with minimum supervision and is expected to report on progress of works and follow-up actions.</p>

Person Specification

<p>Essential</p> <p>Qualification</p> <p>1. Minimum qualification of a Trades Certificate or a combination of specialised training in the area plus at least six years of experience</p> <p>Knowledge and Experience</p> <p>2. At least 5 years’ experience in a related role</p> <p>3. Demonstrated fluency in oral and written English</p> <p>4. Sound knowledge of the Solomon Island market for building materials</p> <p>5. Understanding of the contribution of the position to the wellbeing of staff and the effective and efficient operations of the Agency</p> <p>6. Sound knowledge of the Building code and Principles of building and maintenance work</p> <p>7. Understanding of the cultural diversity of the Agency’s environment</p> <p>8. Strong Team and Interpersonal Skills</p> <p>9. Proficient in the use of Microsoft Programmes such as Microsoft Word and Microsoft Excel.</p> <p>10. Highly organised and proactive with the ability to prioritise and schedule tasks</p>
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This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> ○ Sound knowledge of the SI market for building materials ○ Excellent knowledge of local service providers
Advanced Level	<ul style="list-style-type: none"> ○ Understanding of the contribution of the position to the wellbeing of staff and the effective and efficient operations of the Agency
Working Knowledge Level	<ul style="list-style-type: none"> ○ Building code and Principles of building and maintenance works
Awareness	<ul style="list-style-type: none"> ○ Understanding of the Cultural diversity of the Agency’s environment ○ Understanding of the Agency’s mandate and its functions and contribution to the Region and Member countries

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duration:	Appointment is for a term of four 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.
Grade:	Appointment will be at Band 5 of FFA’s authorised salary scale for Positions Advertised Locally
Salary:	The basic salary range for this position is; <i>Band 5</i> <i>Min. SBD\$60,027.00 Midpt. SBD\$75,034.00 Max. SBD\$90,040.00</i>
	Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.
Term:	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. 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.
Superannuation	FFA will make superannuation payment as required by the laws of Solomon Islands.
Insurance:	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
Annual Leave:	22 working days per annum
Sick Leave	36 working days per annum.
Other	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
Public Holidays:	In accordance with Solomon Islands public holidays.
Leave	Entitled to one return fare a year to their home island for themselves, spouse and dependent children providing they do not already enjoy such an entitlement from another source.
Medical Benefits:	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.
Definition of Dependent child”	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
Other Allowances:	Housing Allowance of SB\$72,000 pa. paid at SB\$6,000 per month

* 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.

Both men and women are invited to apply.