

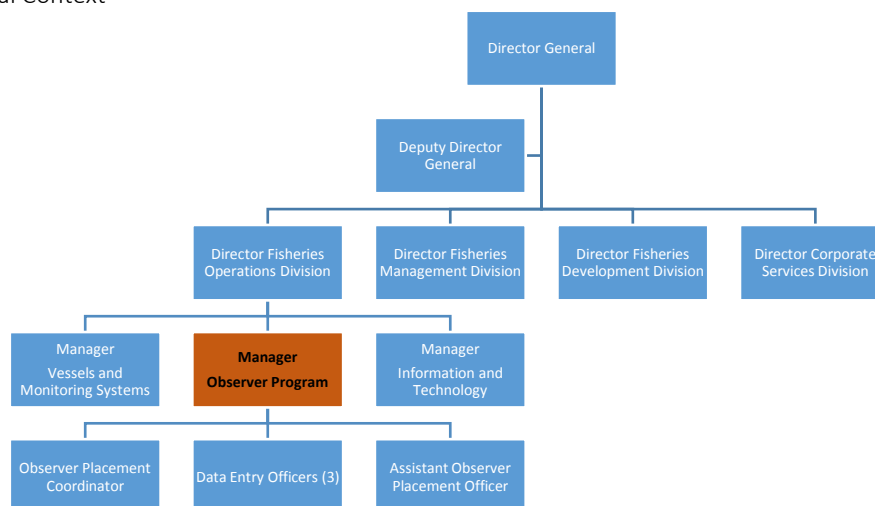


JOB DESCRIPTION

Job Identification

Job Reference:	PI04FO02
Job Title:	Observer Programme Manager
Work Unit:	Fisheries Operations Division
Responsible To:	Director Fisheries Operations
Responsible For:	Managing and supervising staff (up to 8)
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> To progressively develop and administer the Regional Observer Program through strengthening and building capacity of FFA members national level Observer Programs and the U.S. Treaty sub-regional Programme. Overall, the Regional Observer Programme aims to ensure collection of good quality data and timely analysis of relevant and appropriate information to ensure fishing vessels comply with scientific and MCS requirements and licensing conditions.
Salary Range	<p>The basic salary range for this position is; Band 12: Min – SDR39,663 Midpoint – SDR49,579 Max – SDR59,494</p> <p>This is equivalent to; Min - US\$78,545 Midpoint – US\$98,053 Max – US115,928 - (including COLDA and Location Allowance) (subject to changes in exchange rates)</p> <p>Commencing salary is normally offered at 80% of the midpoint of Band however the Director General may appoint at a higher level if circumstances justify and depending on qualifications and experience.</p>
Due Date:	July 2015

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Effective Management of the FFA Regional Observer Programme

2. Appropriate Training and Capability Development for Observers
3. Effective Administration of the observer section of the U.S. Multilateral Fishing Treaty
4. Effectively lead the Unit in the development and implementation of Annual Work Programme and Budget.
5. Effective Capacity Building and Strengthening members National Observer Program Administration

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

is accountable for	and is successful when
<p>1. Effective Management of the FFA Regional; Observer Programme</p> <ul style="list-style-type: none"> • Develop and maintain the Regional Observation and Monitoring Programmes aimed at the collection and analysis of relevant and appropriate information to ensure fishing vessel compliance with scientific data collection and other conditions of fishing access • Liaise and coordinate with other agencies responsible for fisheries observer programmes to ensure the effective and efficient operation and use of observers and observer programmes • Assist FFA members with the development and maintenance of effective national observer programmes, and co-ordinate national, sub-regional and regional observer programmes • Continuously review the Observer programme in light of emerging issues • Effective development and management of approved cost recovery and donor funding for regional components of the region's observer programme 	<ul style="list-style-type: none"> • Effective Observer programmes meeting the needs of Member countries and FFA mandate • Data collected is accurate and data quality standards are maintained in accordance with regional standards • User friendly observer manuals are maintained • Effective development of national observer programmes • Effective coordination of observer placements and logistics • Timely submission of observer data and its analysis for MCS purposes • Observer processes and protocols are reviewed in a timely manner. • Sufficient and sustainable funding mechanisms are available to cover regional costs components of the overall regional observer programme
<p>2. Appropriate Training and Capability Development for Observers</p> <ul style="list-style-type: none"> • Maintain observer manuals and equipment detailing observer duties • Conduct appropriate regional and national training programmes to ensure observers are highly trained 	<ul style="list-style-type: none"> • High level of compliance to standards and that observers are adequately equipped to carry out duties • Observers and De-briefers are well trained in accordance with the PIRFO standards • Good cooperation and acceptance by fishing vessels of Observer placements
<p>3. Effective Administration of Multilateral Fishing Treaty</p> <ul style="list-style-type: none"> • Administer the U.S. multilateral fishing treaty observer programmes as required by the treaty parties and as set out in the treaty documents, including the administration and management of salary and allowance payments for FFA contracted observers, and reporting to FFA Members. • Assist Pacific Island Nationals to obtain employment on U.S. purse seiners as crews. 	<ul style="list-style-type: none"> • Effective Administration of the Observer requirements under the treaty • Positive Feedback from Observers • Increase number of nationals employed on U.S. purse seiners
<p>4. Effectively lead the Unit in the development and implementation of Annual Work Programme and Budget.</p> <ul style="list-style-type: none"> • Develop with team members the Observer Programmes annual work programme and budget, • Provide input into the Fisheries Operations Division Budget and work programme, Annual 	<ul style="list-style-type: none"> • Effective Team relationship • Timely Development of Appropriate Work Program and Budget • Annual work-plan and activities achieved in line with the budget • Positive feedback from staff and

is accountable for	and is successful when
<p>Report Statement of Intent</p> <ul style="list-style-type: none"> • Monitor the Unit's work progress against annual work programme and budget • Annually assess performance of staff under direct supervision and recommend appropriate rewards or actions for consideration by the Division Director • Provide on the job training and coaching for staff • Monitor unit spending and report to the Divisional Director on progress/status of Observer Programme activities and AWPB • Provide back-up support and assistance to the Manager Monitoring, Control and Surveillance in the administration of the MCS Division 	<p>improved performance of Team</p>
<p>5. Effective Capacity Building and Strengthening National Observer Program Administration</p> <ul style="list-style-type: none"> • Assist National Observer Programs to develop and adopt cost recovery mechanisms. • Support National Observer Programs to develop clear and Transparent Observer Procedures and Protocols to support administration of the program • Management support to National Observer Program Managers. 	<ul style="list-style-type: none"> • Observer Costs are recovered by National Observer Programs • National Observer Programs develop and effectively utilise appropriate procedures to administer their programs • National Programs are effectively managed to support national, subregional and Regional requirements and Obligations.

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"> • Overseeing the work of Observers on different vessels • Logistical placement of the Manager and Observers • Complexity of managing Observers across different locations • Managing Member countries expectations for national employment • Addressing Observer needs in terms of a decreasing resources base and an increasing responsibility for providing observer services • Developing and managing effective cost recovery mechanisms and donor funding support at national and regional levels

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External -</p> <ul style="list-style-type: none"> • Representatives of member countries • Donor Representatives 	<ul style="list-style-type: none"> • Provision of policy advice on observer programme • Reporting on progress of Donor projects

<ul style="list-style-type: none"> • Regional and National Observers • Fishing Vessels • Regional and Subregional Observer Program and Agencies 	<ul style="list-style-type: none"> • Providing instructions and directions • Providing training and serving the needs of observers • Providing information on observers and managing relationships for continuing acceptance of the Observer program • Liaison and providing information in relation to Observer roles and responsibilities.
<p>Internal</p> <ul style="list-style-type: none"> • Director of Fisheries Operations Division • Observer Program Staff • Executive Management 	<ul style="list-style-type: none"> • Liaise with Director on issues arising from the Observer Programme • Report on progress of Observer Programme activities • Oversee the work and provide performance assessment of staff • Give directions and obtain information and progress reports from staff • Collaborate on shared responsibilities • Receive instructions and provide advice and required reports

Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • Commit to and organize regional travel in line with FOD work plan and SLA tasks (subject to approvals) • Manage consultancies, including reviewing outputs • Manage multiple projects across several members • Manage small teams of consultants, staff from other divisions and member personnel

Person Specification

<p>Essential</p>
<p>Qualification</p> <ul style="list-style-type: none"> • Appropriate qualifications in a discipline relevant to fisheries observation and monitoring
<p>Experience</p> <ul style="list-style-type: none"> • At least 5 years in fisheries observing and monitoring • Proven experience in managing small work teams
<p>Skills, Knowledge and Abilities</p> <ul style="list-style-type: none"> • Excellent communication skills • Demonstrated ability to lead policy development for the management and administration of observer and related MCS programs. • An innovative and motivated person with a strong managerial background in fisheries observation and monitoring • Ability to work as part of a small inter-disciplinary team • Demonstrated ability to work in a multicultural setting as it relates to the work of Observers
<p>Desirable</p>

Experience

- 7 years experience in fisheries observing and monitoring
- Experience with tuna fisheries
- Prior experience working in the Pacific and/or developing country situation
- Prior experience in a similar size organisation

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"> • Expert understanding of the Observer Programme and its operations • Excellent facilitation skills and understanding of Adult Learning Principles
Advanced Level	<ul style="list-style-type: none"> • Advanced knowledge and skills of the US Treaty • Linkage between FFA Objectives and Observer Programme • Advanced knowledge of the contribution of Observer programme to Fisheries Operations • Effective analytic capability and financial management experience to manage cost recovery, project management and observer placements
Working Knowledge Level	<ul style="list-style-type: none"> • Member countries' needs for national observers and appropriate interventions • Management and Administration of Treaties • Good working knowledge of Fisheries Operations Division and its work • FFA Staff Regulations, Policies and Financial Regulations
Awareness	<ul style="list-style-type: none"> • Environmental Context in which the Unit operates in

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.

Approved:

Manager/Supervisor

Date:

Employee

Date: