



FFA

APPLICANT INFORMATION PACKAGE

Observer Placement Officer 1

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

CLOSING DATE – 16 October 2019

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

Contents

| | |
|--|-------------|
| 1. HOW TO APPLY | 1 |
| 2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY | 3 |
| 2. TERMS OF REFERENCE | 4-8 |
| 4. REMUNERATION PACKAGE – TERMS and CONDITIONS | 9-10 |

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 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.

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. JOB DESCRIPTION

Job Identification

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| Job Reference: | |
| Job Title: | Observer Placement Officer 1 |
| Work Unit: | Observer Programme/Fisheries Operations |
| Responsible To: | Manager Observer Programme |
| Responsible For: | Nil |
| Job Purpose: | <p>This job exists to:-</p> <ul style="list-style-type: none"> • provide operational and administrative support for the placement of fisheries observers for the FFA US Treaty Observer Programme • Support the Unit’s development consistent with FFA’s Observer and Regional MCS strategies and to contribute positively to its Member countries |
| Date: | August 2019 |

FFA’s Vision and Mission provide

Vision of the Members of the Pacific Islands Forum Fisheries Agency

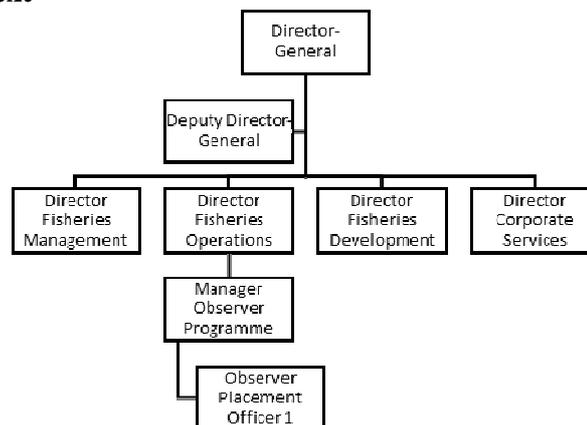
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

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

Organisation Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Facilitation/co-ordination of Observer Placement Logistics
2. Monitoring and Reporting
3. Observer/Service Providers Payments
4. Observer Database and Information Management

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

| <i>is accountable for</i> | and is successful when |
|--|--|
| <p>1. Facilitation of observer placement logistics</p> <p>Placement of Observers</p> <ul style="list-style-type: none"> • Liaise with national; observer coordinators and FFA contracted fisheries observers to arrange observer placements on fishing vessels • Liaise with fishing vessels/agents/industry representatives to coordinate placement of fisheries observers. • Monitor observer’s well being <p>Travel Arrangements</p> <ul style="list-style-type: none"> • Make arrangements for observer travels which entail arranging travel booking, travel tickets, visa applications, payment of advances etc. • Communicate with FFA members’ fisheries offices and an onshore agents regarding assistance for the observer while the observers are in transit or while their vessels are in ports <p>Briefings/Debriefings and Information Packages</p> <ul style="list-style-type: none"> • Conduct or arrange pre-trip briefing for observers/captains • Co-ordinate distribution of Observer Placement Kits • Conduct or coordinate debriefing of observers | <ul style="list-style-type: none"> • Observer placements, repatriation and payments are made in an efficient, timely manner • Observers are sourced efficiently and fairly across the Membership • Observers are placed efficiently with minimum delays to observer or vessel. • Observers’ status is monitored and timely responding to emergency situations <ul style="list-style-type: none"> • Timeliness of travel arrangements to meet deadlines for boarding vessels • Observer receive appropriate level of assistance from FFA Member fisheries Offices <ul style="list-style-type: none"> • Observer well informed of their roles and responsibilities • Captains understand observers’ role. • Observers provided with appropriate equipment and documentation • Observers are debriefed according to PIRFO standards |

| <i>is accountable for</i> | and is successful when |
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| 2. Monitoring and Reporting <ul style="list-style-type: none"> • Monitoring of observer placement activity • Ensure observer reports are completed according to observer reporting procedures • Verify observer report data for accuracy, completeness and unbiased prior to data entry | <ul style="list-style-type: none"> • Periodic placement reports are readily available when required • Reports submitted on time and accurate data is provided and entered • Reports comply with standard reporting procedures |
| 3. Payments <ul style="list-style-type: none"> • Reconcile observer trips and arrange final payments. • Record all trip financial details in observer management database • Raise observer advance requests • Raise reimbursement payments for service providers • Record financial details on observer management database | <ul style="list-style-type: none"> • Observers receive advances in a timely manner • Observers receive all entitlements within 5 days of receipt of complete data • All observer payments are effectively traceable |
| 4. Database and Information Management <ul style="list-style-type: none"> • Maintain proper observer files and records in hard copy and electronically • Transfer data into appropriate databases • Maintain and update the observer management database | <ul style="list-style-type: none"> • Observer Management system is up to date, complete and utilised • High quality complete observer data are maintained and readily available. |

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

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| <p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • Facilitation/management of observer placement logistics requiring coordination among observers, national coordinators vessels, travel agents and FFA Finance. • Maintaining observer management database with observer administration data • Verifying observer data accuracy through Debriefing process • PIRFO Observer/Debriefing training requirements • Communication with Member fisheries offices in emergency situations • Liaising with Fishing vessels/companies for observer placements |
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Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of Contact most typical |
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| External <ul style="list-style-type: none"> • FFA Member countries/National Observer Coordinators • Vessel Owners • Observers | <ul style="list-style-type: none"> • Provide information on observer placements • Arrangement of placement of observers • Provide trip information/instructions and receiving requests/reports on from Observers • Debriefing of observers |

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| <p>Internal</p> <ul style="list-style-type: none"> • Director Fisheries Operations • Observer Program Manager • FFA Executive and Management • Corporate Services | <ul style="list-style-type: none"> • Receive instructions and directions and provide information when required • Receive instructions and directions and provide information/progress reports of work when required • Provide information on a request basis through appropriate channels. • Coordinate observer travel logistics and payments |
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Level of Delegation

The jobholder:

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| <ul style="list-style-type: none"> • The jobholder will carry out activities within the defined standard procedures with very minimum supervision • Guidance and advice is provided by the Manager. • The jobholder will report to the Manager on any complex issues arising from observer placement on vessels |
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Person Specification

| Essential | Desirable |
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| <p>Qualification: Observer certification</p> <p>Experience</p> <ul style="list-style-type: none"> • At least 4-5 years' experience in related fields • Experience or working knowledge of Vessels and Observer Program <p>Skills</p> <ul style="list-style-type: none"> • Excellent English oral and written communication skills. • Excellent professional interpersonal team skills • Proficiency in Microsoft Word and Excel <p>Ability</p> <ul style="list-style-type: none"> • Ability to make sound decisions when confronted with difficult and/or unusual situations. • Demonstrated ability to manage multiple tasks associated with role • Ability to work under minimal supervision. • Absolute discretion in the handling of confidential information. <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and experience with tuna fisheries | <p>Qualification</p> <ul style="list-style-type: none"> • Sea-safety certification • Diploma in Fisheries or related field <p>Experience</p> <ul style="list-style-type: none"> • Experience working in a multicultural setting • Experience in office administration. • Experience with computer databases. <p>Skills</p> <ul style="list-style-type: none"> • Report writing skills. <p>Ability</p> <ul style="list-style-type: none"> • Ability to work outside of normal office hours. <p>Knowledge</p> <ul style="list-style-type: none"> • Familiarity with Member country Fisheries' Offices • Knowledge and experience in conflict resolution • Basic knowledge of databases and its uses |

| Essential | Desirable |
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| observer programs. • Knowledge of sea safety. • Sound knowledge of e-filing and data management | |

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:

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| Expert Level | <ul style="list-style-type: none"> • Leadership in developing observer placement protocols. • Excellent proficiency in coordinating placements and repatriation. • Mentoring role in developing debriefers • Understanding the contribution of the Observer program to regional Observer and MCS strategies in establishing sustainable fishing practices |
| Advanced Level | <ul style="list-style-type: none"> • Develop observer placement protocols. • Debriefing experience • Excellent knowledge of Observer Programmes and issues in Member countries • Effective in liaising with member countries in emergency situations • Preparing and writing reports |
| Working Knowledge Level | <ul style="list-style-type: none"> • Effectively follow observer protocols • Debriefing trainee • Established network among national observer coordinators of Member countries |
| Awareness | <ul style="list-style-type: none"> • FFA Observer Placement Protocols • Debriefing • Professional relationships among national programmes. • The role of FFA in the Region |

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 implementation of the FFA Strategic Plan 2020-2025 as well as preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date:

Employee

Date:

4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

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| 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 6 of FFA's authorised salary scale for locally advertised positions. |
| Salary: | The basic salary range for this position is; <i>Band 6</i> <i>Min.SBD\$69,495 Midpt. SBD86,869 Max. SBD104,243</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 |

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| | 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\$48,000 pa. paid at SB\$4,000 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.