



FFA

APPLICANT INFORMATION PACKAGE

SURVEILLANCE OPERATIONS ASSISTANT

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

CLOSING DATE – 8 FEBRUARY 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

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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. This fishery is now one of the largest in the World, catching around 1 million tonnes annually. 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. The total budget for 2017/2018 is US\$27.4 million

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,

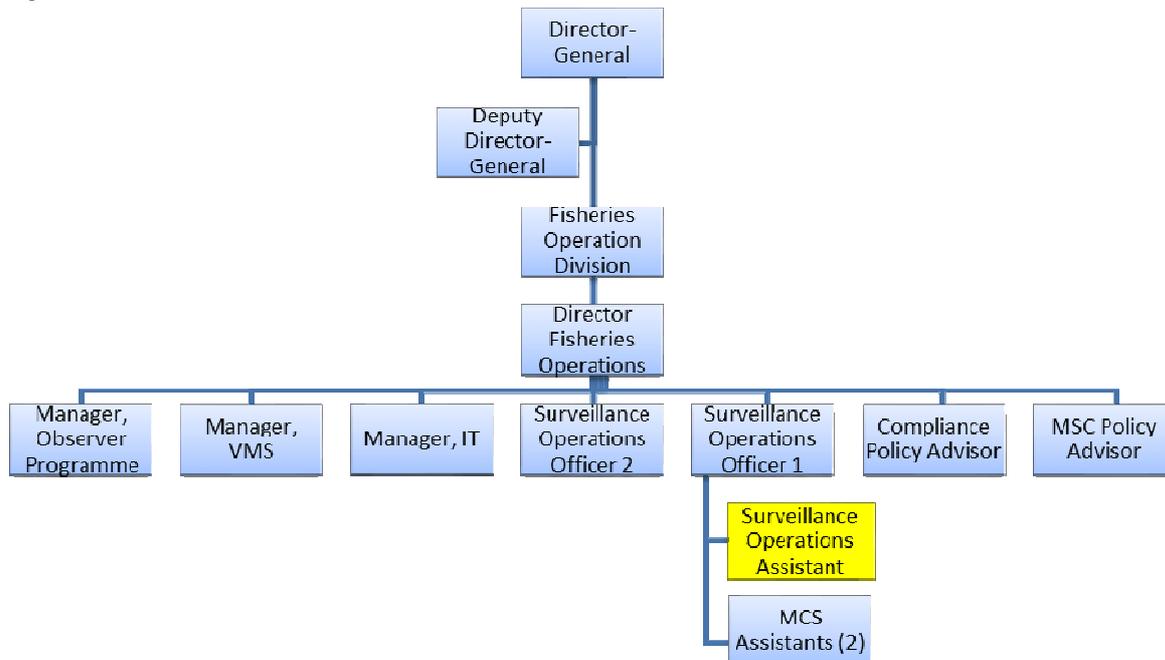
Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

JOB DESCRIPTION

Job Identification

Job Reference:	PL06FO03
Job Title:	Surveillance Operation Assistant (SOA)
Work Unit:	Fisheries Operations
Responsible To:	Surveillance Operations Officer 1
Responsible For:	2 staff (MCS Assistants)
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> Provide administrative and operational level support to the efficient and effective operations of the RFSC and contribute to the achievement of Fisheries Operations objectives.
Date:	2019

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Efficient and effective management of Regional Fisheries Surveillance Centre Operations
2. Database and Information Management
3. Ensure effective and efficient communication of information
4. Capacity building for RFSC staff and MCS staff of Member Countries
5. Effective and efficient use of cooperative frameworks for surveillance and enforcement activity

Key Result Areas

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

is accountable for	and is successful when
<p>1. Efficient and Effective management of RFSC Operations</p> <ul style="list-style-type: none"> • Provide onsite technical support to the efficient and effective operation of the RFSC • Lead on-site regional surveillance operations • Oversee the administrative and logistic support to the RFSC • Provide enforcement advice to members • Plan the coordination and conduct of regional MCS operations with SOO1, SOO2 and SPLO • Assist in the testing of operations support tools 	<ul style="list-style-type: none"> • MSC services provided by the RFSC are efficient and effective • Regional operations are conducted successfully • The RFSC is operating efficiently and effectively to support member countries MCS activities
<p>2. Database and Information Management</p> <ul style="list-style-type: none"> • Oversee recording of all information and supporting documents provided to the RFSC during MCS operations • Management of members data provided to the RFSC as per the FFA ISMS policy • Upkeep and maintain RFSC Operating Procedures • Oversee the daily analysis of available data to present and accurate Surveillance Picture 	<ul style="list-style-type: none"> • Successful testing and delivery of operation support tools. • Timely and accurate provision of data to the RFSC by members. Information and supporting documents used during a MCS operation is accurately labelled and stored. • RFSC procedures are updated • Accurate analysis of available data and regional surveillance picture is accurate
<p>3. Ensure effective and efficient communication of information</p> <ul style="list-style-type: none"> • Analyse and disseminate surveillance information to Member countries • Provide VMS snapshots and other information to member countries in support of investigations/prosecutions • Respond to member queries on operation related information • Provide enforcement advice to member 	<ul style="list-style-type: none"> • The Surveillance Picture is disseminated in a timely and accurate manner. • Timely provision of information as required by Member countries • Members are able to access information on time and can use the information for the purpose requested for

is accountable for	and is successful when
countries	
<p>4. Capacity building for staff and member countries staff</p> <ul style="list-style-type: none"> • Provide in-country and distance support and training for FFA developed operation support tools • Effectively provide training and coaching for MCS Assistants • Effectively provide training and coaching for member countries MCS staff on RFSC operations 	<ul style="list-style-type: none"> • Member MCS officers are trained on operation support tools • MCS assistants are capable of performing their duties • Well trained member countries MCS staff
<p>5. Effective and efficient use of cooperative framework for surveillance and enforcement activity</p> <ul style="list-style-type: none"> • Assist Members to operationalise the Niue Treaty Subsidiary Agreement (NTSA) • Ensure the Niue Treaty Information System (NTIS) is operational at all times • Provide training to Members on the NTIS • Participate in assisting Members ratify the NTSA • Assist in the upkeep and maintenance of the NTIS as the Administrator 	<ul style="list-style-type: none"> • Members undertake cooperative surveillance and enforcement activities using the NTSA • NTIS is operational and support NTSA activities • Member MCS officer are trained on the NTIS • The number of Members that ratify the NTSA increases • The NTIS is kept relevant to the NTSA

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 an accurate and comprehensive surveillance picture is provided to members on a timely manner in supporting members and surveillance providers' MCS activities. • Daily analysis of multiple Data • Management of operations and overseeing 10-16 operation personnel/MCS officers of member countries • Maintain high degree of operational situational awareness to aid timely decision making and provision of accurate and relevant advice.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Maintain excellent working relationships with member countries MCS officers and surveillance providers • QUADS • PTCCC • 	<ul style="list-style-type: none"> • Alert members of illegal activities and providing accurate feedback to surveillance providers on MCS activities. • Support QUADS activities • Intelligence information sharing
<p>Internal</p> <ul style="list-style-type: none"> • Director Fisheries Operations • Surveillance Operations Officer 1 and 2 • Surveillance Planning and Liaison Officer • MCS Assistants (2) • FFA Support and Professional Staffs • ASPO • CASP • MCS Analyst 	<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 guidance and daily assistance for work activities of the RFSC • Where appropriate provide information • Liaison to support effective use of the RASP • Use of fisheries intelligence to support operations

Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • The jobholder provides direct daily supervision for MCS Assistants and lead and supervise MCS staff (10-16 staff) of member countries during RFSC operations. • The jobholder will carry out activities within the defined standard procedures with very minimum supervision. • Guidance and advice is provided by the Surveillance Operations Officers, or Director Fisheries Operations. • The jobholder will report to the Surveillance Operations Officers on any complex issues arising from the performance of duties.

Person Specification

<p>Essential</p> <p>Qualification:</p> <ul style="list-style-type: none"> • Tertiary qualification in maritime affairs or fisheries related field. <p>Experience</p> <ul style="list-style-type: none"> • At least 4 years technical experience in Maritime/Fisheries enforcement. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrated ability to communicate fluently both oral and written English • Analytical skills to be able to do simple and complex analysis of data. • Proven organisational and planning skills • Word processing and above average IT skills • Sound knowledge of Member country Fisheries' Offences • Demonstrated ability to manage multiple tasks associated with the role • Self- motivated and able to work under limited supervision <p>Knowledge</p> <ul style="list-style-type: none"> • Broad understanding of MCS in the region and drivers of non-compliance in fisheries
<p>Desirable</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Basic knowledge of a wide range of databases and its uses

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"> • Understanding the contribution and the functions of the RFSC in supporting regional objectives for sustainable fisheries.
Advanced Level	<ul style="list-style-type: none"> • Excellent broader knowledge on MCS from a regional perspective and the drivers of non-compliance issues in Member countries.
Working Knowledge Level	<ul style="list-style-type: none"> • Knowledge of Member countries fisheries offices • Knowledge of conduct of regional operations • Developing and delivering training

Awareness	<ul style="list-style-type: none">• The role of FFA in the Region
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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 the Band 8 of FFA’s authorised salary scale for locally advertised positions.
Salary:	The basic salary range for this position is; <i>Band 8</i> <i>Min. SB\$118,804 Midpt. SB\$139,769 Max. SB\$170,391</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\$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.