



FFA

APPLICANT INFORMATION PACKAGE

DATA ENTRY OFFICER

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

CLOSING DATE – 5 NOVEMBER 2018

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

3. Job Identification

Job Reference:	
Job Title:	Data Entry Officer, Observer Program
Work Unit:	Observer Programme/Fisheries Operations
Responsible To:	Manager Observer Program
Responsible For:	No staff to supervise
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> • Provide data entry services for the Unit including, scanning, filing and storing of observer trip reports and data. • Provide data handling support, including ensuring efficiency in observer data processing and run queries for observer reports when required. • Ensure that data entry is of high quality and support the work of the Unit in achieving FFA’s corporate objectives • Ensure proper archiving of data records <p>Condition: For capacity building and to broaden Data Entry Technician’s experience in FFA monitoring programmes DETs may be rotated among the Division’s Units at the discretion of the DFO.</p>
Date:	August 2018

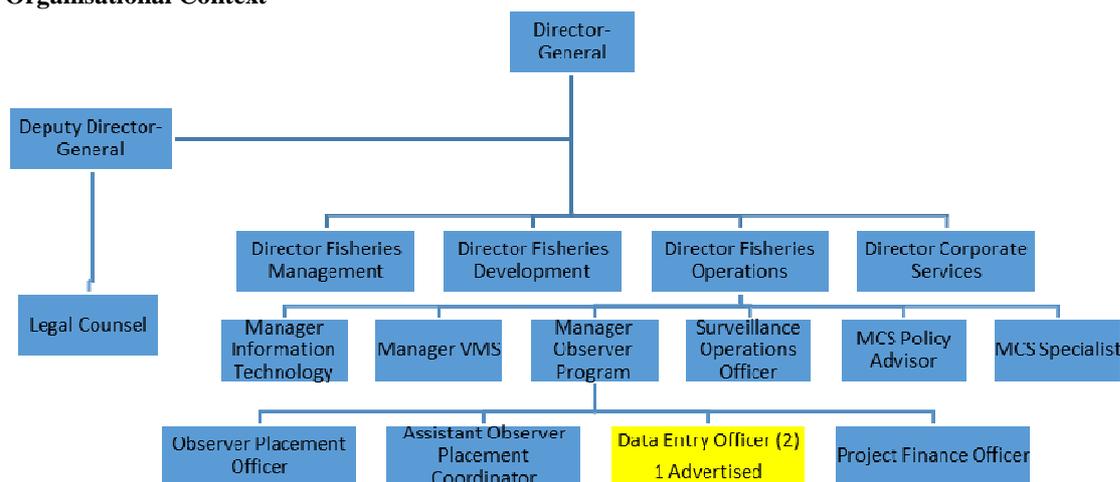
FFA Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency
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.

FFA Strategic Plan

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> 1. Data Entry 2. Data/Records and Information Management 3. Communication 4. Assisting Roles

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

is accountable for	and is successful when
1. Data Entry <ul style="list-style-type: none"> • Input current and historical data relating to the Observer programme • Verify accuracy of entries made at the time of input • Review all data entries at the end of each working day and report the number of entries made to the OPM in the following morning. 	<ul style="list-style-type: none"> • Accurate Data entry • Quality Assurance of data entered • Timely data entry
<ul style="list-style-type: none"> • Data/Records and Information Management • File and archive all records and data according to prescribed policies and procedures • Scan entered workbooks and diaries as required and archive all scanned data into prescribed electronic filing system • Log entries into the physical and electronic filing systems. • Maintaining a log of workbooks received, workbooks entered and workbooks scanned. • Maintain a physical and an electronic archive of the observer workbooks. • Develop physical and electronic filing systems in line with FFA Information Security Management System policy. 	<ul style="list-style-type: none"> • Data records available and accessible to staff of the Unit and other users • Filing is up to date • Compliance with archiving and ISMS policies • Systems sustainability
<ul style="list-style-type: none"> • Communication • Respond to queries from and report to MOP/DFO) • Communicate with National observer coordinator regarding missing pages on observer workbooks • Report to the Manager Observer Program on any anomalies in the data • Liaise with Data Quality Officer on data quality • 	<ul style="list-style-type: none"> • Information is useful and clear • Dissemination of information is within ISMS protocols • Missing observer workbook pages are recovered and accurate information recorded • Data is accurate
2. Assisting Roles <ul style="list-style-type: none"> • If required to assist other units within the Operations Division will assist Regional Registration Unit, or VMS unit • Assist with other administrative aspects of the fisheries observer placements if required. • Assist in observer placement coordination, travel, and advance processing and payment reconciliation. • The incumbent may be required to rotate to other units of the Division and requiring a willingness to learn 	<ul style="list-style-type: none"> • Data entry requirements of unit are met. • Support observer placements when required. •

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"> • Data verification requiring lengthy periods and time • Maintaining attention to details and recognising potential errors at the time of entry. • May be required to work overtime during normal working days and weekends

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Fisheries Observers • Observer Programme Officers in Member Countries • Vessel Operators • [Industry Organisations] 	<ul style="list-style-type: none"> • Data verification • Travel arrangements and trip reconciliation • Observer Workbook submission • Receive/provide observer placement arrangements
<p>Internal</p> <ul style="list-style-type: none"> • Director, Fisheries Operations • Manager Observer Programme • Data Quality Officer 	<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 • Liaise on data quality

Level of Delegation

The jobholder:

<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.

Person Specification

Essential	Desirable
<p>Qualification:</p> <ul style="list-style-type: none"> • Certificate or Diploma in Office Administration and keyboard operations. <p>Experience</p> <ul style="list-style-type: none"> • Demonstrated 2 years' experience in computer data entry/management • Minimum 2 years office administration experience • Demonstrated experience in data verification procedures • Experience with word processing and spread sheet applications <p>Skills</p> <ul style="list-style-type: none"> • Very good English oral and written communication skills • Proven accuracy in computer data entry • Professional interpersonal skills <p>Abilities</p> <ul style="list-style-type: none"> • Demonstrated discretion in the handling of confidential information • Demonstrated ability to work under minimal supervision • Demonstrated understanding and working knowledge of Data Verification Systems 	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of Pacific Islands regional fisheries observer operations and national fisheries arrangements.
<p>Knowledge</p> <ul style="list-style-type: none"> • Sound knowledge of archiving, e-filing and data 	

management	
<ul style="list-style-type: none"> • Basic knowledge of a range of databases and their 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 role of Data Entry Operators in supporting the work of FFA in Member countries as it relates to Fisheries Operations • Takes initiatives in operational development of data management protocols • Communicates data status to MOP/DFO. • Leadership displayed in database management
Advanced Level	<ul style="list-style-type: none"> • Adept in developing data management procedures
Working Knowledge Level	<ul style="list-style-type: none"> • Competent in following established data management protocols
Awareness	<ul style="list-style-type: none"> • Complex data management • 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

- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- 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 4 of FFA’s authorised salary scale for locally advertised positions.
Salary:	The basic salary range for this position is; <i>Band 4</i> <i>Min. SB\$47,186 Midpt. SB\$55,513 Max. SB\$66,615</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\$36,000 pa. paid at SB\$3,000 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.