



FFA

APPLICANT INFORMATION PACKAGE

VESSEL MONITORING SYSTEMS OFFICER
(VMSO)

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

CLOSING DATE – 15 July 2016

A. 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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B. 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 2015/2016 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.

C. JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Vessel Monitoring Systems Officer (VMSO)
Work Unit:	Fisheries Operations
Responsible To:	Manager Vessel Monitoring System
Responsible For:	No staff to supervise
Job Purpose:	<p>This job exists to-:</p> <ol style="list-style-type: none"> 1. Provide support to the FFA Vessel Monitoring System, FFA Vessel Register, Regional Fisheries Surveillance Centre and the achievement of the Fisheries Operations objectives. 2. Contribute to the improvement of and operations of the Vessel Monitoring systems 3. Act as the Surveillance Operations Assistant in the absence of the permanent incumbent
Date:	June 2016

FFA Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

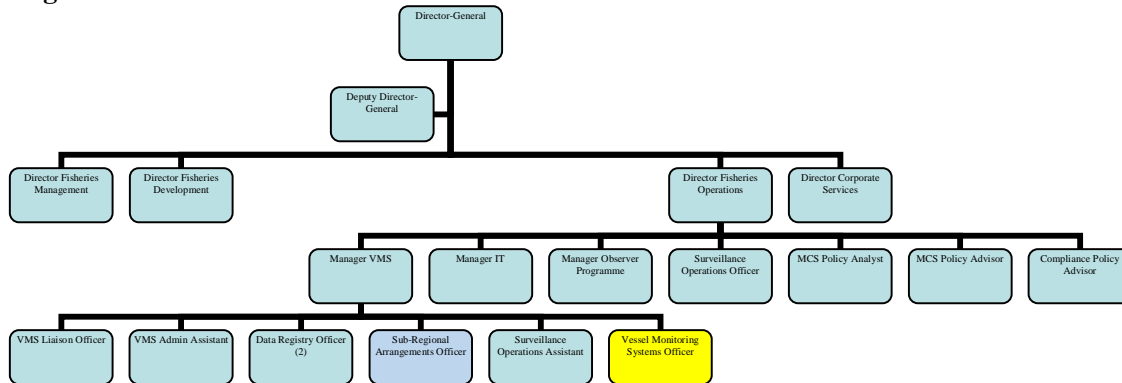
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

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 2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Liaison Services
2. Database and Information Management
3. Information and Communication
4. Regional MCS Operations
5. Regional Surveillance Picture

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

is accountable for	and is successful when
<p>1. Liaison Services</p> <ul style="list-style-type: none"> • Liaise as needed with Mobile Communication Service Providers, Mobile Transceiver Unit (MTU) installers and fishing vessel operators. • Liaise with Member MCS Officers in relation to provision of MCS related data for operational purposes. 	<ul style="list-style-type: none"> • MTUs installed on fishing vessels meet FFA Type Approval Standards. • Member MCS officers able to efficiently carry out their duties utilising the MCS data provided.
<ul style="list-style-type: none"> • Responsible for the proper operations of the MTUs installed on vessels. • Liaise with vessel operators regarding valid documentation on the MTUs and VMS reporting. 	<ul style="list-style-type: none"> • Minimal mal-functional MTUs • Proper and valid documentation maintained.
<ul style="list-style-type: none"> • Assist RFSC and liaise, as required, with Member Fisheries and Police Maritime Officers in the planning, coordination and 	<ul style="list-style-type: none"> • Regional MCS operations are well planned and coordinated

is accountable for	and is successful when
<p>conduct of regional MCS operations</p>	
<p>2. Database and Information Management</p> <ul style="list-style-type: none"> • Assist with maintenance of the FFA Vessel Register and the operations of the FFA VMS and manage MTU installer provision of MTU certificate of inspection to FFA Secretariat. • Assist in ensuring checks of quality MCS related data received from FFA Members. • Assist in the installation of member and client VMS computer equipment. • Oversee Database and Information Management for the Unit to ensure that data is up to date and relevant. 	<ul style="list-style-type: none"> • Up-to-date records of Vessel details for FFA vessel registrations. Timely submissions of Registrations/Renewal applications. • Member provided MCS related data is relied upon and is relevant. • Member clients have functional computers and relevant VMS related software is installed. • Data is of high quality and is relied upon.
<p>3. Information & Communication</p> <ul style="list-style-type: none"> • Provision of FFA Vessel Monitoring System (VMS) services and support to the FFA members and other clients including VMS data and compliance enforcement assistance. • Provide support for Regional and Multilateral Maritime Surveillance Operations including backup and on-site support. • Provide VMS data, support, compliance and enforcement assistance to FFA members and clients. • Provide in house, regional and in-country group VMS training for selected member MCS officers as required. 	<ul style="list-style-type: none"> • Information is disseminated to members, vessel operators and service providers in a timely and accurate manner • Appropriate skills and information is transferred across to member country MCS/VMS officers • Regional and Multilateral Surveillance operations are successful. • Members and clients receive adequate assistance. • Appropriate skills and information is transferred across to member country MCS/VMS officers.

is accountable for	and is successful when
<ul style="list-style-type: none"> • Supervise and conduct MTU interrogation/audit training for members and provide assistance during the in-country dockside boarding and Inspections courses, provide training on VMS evidence gathering and other supporting information. • Participate in the afterhours duty roster. • Respond to VMS enquiries from vessel operators and disseminate relevant information such as VMS Guideline and related materials. 	<ul style="list-style-type: none"> • Fisheries and Maritime Enforcement Officers are able to interrogate FFA type approved MTUs and identify any faults. Member MCS officers able to assist in dockside boarding workshop. • Support for Search and Rescue Operation (SAR) for Pacific Ocean Region (POR) provided when requested.
<p>4. Regional MCS Operations</p> <ul style="list-style-type: none"> • As required, act as senior watch-keeper and keep watches as directed by SOO2 	<ul style="list-style-type: none"> • Subordinate watch-keepers are appropriately managed
<p>5. Regional Surveillance Picture</p> <ul style="list-style-type: none"> • In the absence of the Surveillance Operations Assistant, fulfil the role of SOA • As required, analysis of all MCS data available in the Regional Fisheries Surveillance Centre and assignment of an appropriate Compliance Index 	<ul style="list-style-type: none"> • Seamlessly fulfilling the SOA role • Accurate MCS data is displayed and disseminated on the Regional Surveillance Picture to members and Quadrilateral Defence provider NHQs, in an accurate and timely manner

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

The most challenging duties typically undertaken-;

- Liaise with authorised MTU installers and Vendors in relation to proper installation and maintenance of Type Approved MTUs.
- Follow up on non-functional MTUs.
- Assist in maintaining the analysed Regional Surveillance picture
- Analyse and produce VMS information utilising GIS software as needed.

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 external clients. 	<ul style="list-style-type: none"> • External organisations, in-country member officers, vessel operators, authorised MTU installers, FFA consultants. • Maritime Surveillance Advisors (in the absence of SOO2 & SOA)
<p>Internal</p> <ul style="list-style-type: none"> • Director Fisheries Operations • Manager VMS • FFA SOO1 • FFA RFSC • Fellow divisional work colleagues and other staff members 	<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 • Maintain excellent working relationships with fellow work colleagues including staff from other Divisions.

Level of Delegation

The jobholder:

- The jobholder will carry out activities within the defined standard procedures with minimal supervision.
- Guidance and advice is provided by the Manager VMS, SOO or Divisional Director.

- The jobholder will report to the Manager VMS, SOO or Divisional Director on any complex issues arising from the performance of duties.

Person Specification

Essential

1. Diploma level qualification in the area of fisheries or related field including information technology and communication.
2. At least 2 years' work experience in a related field within a Multicultural setting.
3. Experience or working knowledge of Member countries MCS/VMS requirements.
4. Experience and working knowledge of the operations of Mobile Tracking Units (MTUs) and their installation.
5. Proven computer literacy skills in MS Office applications
6. Demonstrated ability to;
 - communicate fluently in English both oral and written
 - multitask effectively
 - handle confidential information discretely
7. Demonstrated knowledge of;
 - Operations of Vessel Monitoring system
 - Information and data management particularly in GIS and related systems
 - Tuna fishing operations in the Western and Central Pacific Ocean

Desirable

1. Equivalent qualifications in Business Administration.
2. Experience in general fisheries management statistics.
3. Experience working with general asset monitoring and devices and tools.
4. Basic knowledge of a wide range of databases and its uses.
5. General knowledge of statistical analysis and data pattern interpretations.

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"> • Excellent knowledge expanding into operational MCS planning and response
Advanced Level	<ul style="list-style-type: none"> • Excellent knowledge with VMS and related non-compliance issues and

	capability needs in Member countries
Working Knowledge Level	<ul style="list-style-type: none"> • Knowledge of Member countries fisheries offices
Awareness	<ul style="list-style-type: none"> • Understanding the contribution of the VMS to regional objectives for sustainable fishing practices and 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 preparation for performance planning for the annual performance cycle.

D. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duration:	Appointment is for a fixed term of up to four years and may be extended for a further period in line with the four year duration of the project, 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 starting salary for this position is <i>SBD\$108,558.00 per annum</i>
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 dependant 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 Medical Scheme.
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-

	<p>time studies at a secondary school;</p> <p>(c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or</p> <p>(d) certified by a Medical Practitioner to be mentally or physically incapacitated</p>
Other Allowances:	Housing Allowance of SB\$36,000 pa. paid at SB\$3,000 per month

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.