

## JOB DESCRIPTION

### Job Identification

Job Reference:	
Job Title:	Fisheries Development Division Coordinator
Work Unit:	Fisheries Development Division
Responsible To:	Director, Fisheries Development
Responsible For:	No staff reports
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> <li>• Provide financial and administrative support to the Division including contract management and reporting;</li> <li>• Manage the economic indicators data collection programme.</li> </ul>
Date:	June 2016

### FFA's Vision and Mission

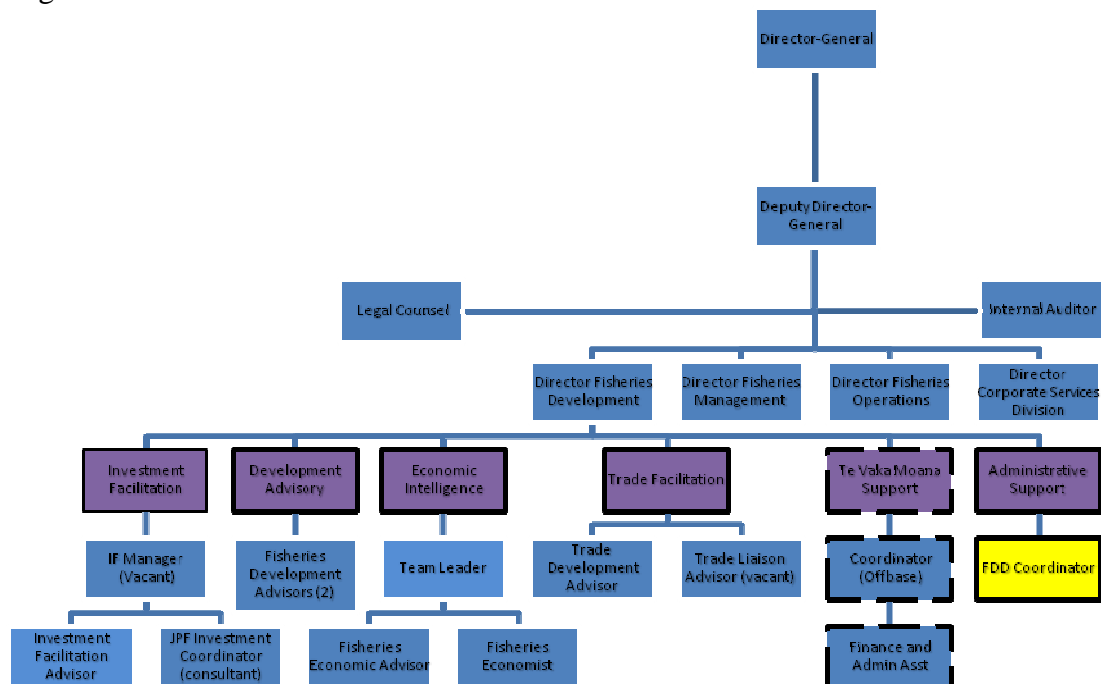
#### Vision of the Members of the Pacific Islands Forum Fisheries Agency

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

### Organisational Context



## Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> <li>1. Economics Indicator Registry</li> <li>2. Contracts and Administrative Operations</li> <li>3. Finance and Reporting</li> </ol>
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The performance requirements of the Key Result Areas are broadly described below;

<b>is accountable for</b>	<b>and is successful when</b>
<p><b>1. Economics Indicator Registry</b></p> <ul style="list-style-type: none"> <li>• Manage Economic indicators programme data collection including verification visits to member countries;</li> <li>• Review effectiveness of in-country data collection arrangements and recommend changes where appropriate;</li> <li>• Maintain up-to date register of all data collected.</li> </ul>	<ul style="list-style-type: none"> <li>• Data received from all members is as accurate and complete as possible</li> <li>• Economics Indicator Registry is updated</li> <li>• Economics Indicators annual report is accurate.</li> </ul>
<p><b>2. Contracts and Administrative Operations</b></p> <ul style="list-style-type: none"> <li>• Assist in consultant selection and other competitive processes</li> <li>• Assist in preparing contracts and related documentation, particularly for data collectors, but for other consultants as required</li> <li>• Manage contract payments for data collectors and all other FDD consultancies, ensuring that these are compliant with contract terms and conditions and FFA policies</li> <li>• Prepare contract variations and other documentation</li> <li>• Assist with travel arrangements for FDD staff, consultants and attachments</li> <li>• Make arrangements for meetings and training courses organised by FDD.</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable consultants are selected for FDD contracts and processes are properly documented</li> <li>• All payment processes are undertaken correctly and in accordance with FFA policies</li> <li>• Contract variations are approved to ensure all payments in line with agreed contracts</li> <li>• FDD staff travel approved promptly</li> <li>• Timely payments</li> <li>• Meeting arrangements are successfully coordinated and organized</li> </ul>
<p><b>3. Finance and Reporting</b></p> <ul style="list-style-type: none"> <li>• Review monthly expenditure reports and liaise with Finance to correct mis-postings and other errors</li> <li>• Contribute actively in providing input into the Budget preparations</li> <li>• Assist in compiling reports to donors, particularly the financial reports and acquittals</li> <li>• Meet other administrative requirements (trip reports, verbal reports to staff meetings, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Financial statements for FDD are accurate;</li> <li>• Donor reports are satisfactory and submitted on time;</li> <li>• Other administrative requirements are completed on a timely basis.</li> </ul>

**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:

- Following up on economic indicators data when providers are not cooperative;
- Managing a wide range of consultancy contracts;
- Preparation of acquittals for donors in various currencies.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of Contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• FFA Members and Stakeholders</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive advice</li> <li>• Liaise and gain cooperation from stakeholders</li> <li>• Manage consultancy contracts and relations with national counterparts</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Director Fisheries Development</li> <li>• Fisheries Development Division</li> <li>• FFA Management</li> <li>• Other Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive advice</li> <li>• Take directions</li> <li>• Report on progress of work</li> <li>• Provide and receive information</li> </ul>

**Level of Delegation**

The jobholder:

- The position does not have direct financial responsibilities or staff to supervise. The position is required to manage consultancies and other activities under the work programme.

**Person Specification**

Essential	Desirable
<b>Qualification</b> <ul style="list-style-type: none"> <li>• A Bachelor of Commerce or a degree in Economics, Accounting or similar field</li> </ul>	Understanding of the importance of economic indicators in measuring development
<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 5 years' experience in office administrative tasks</li> <li>• Experience of the procedures and reporting requirements of at least one of the major donors active in the Pacific Islands</li> </ul>	Working knowledge of FFA administrative procedures
<b>Skills, Knowledge and Abilities</b> <ul style="list-style-type: none"> <li>• Proficient with use of Microsoft Office Programmes (Word and Excel)</li> <li>• Understanding of economic data collection</li> </ul>	Some knowledge of the tuna industry in the Pacific.

Essential	Desirable
and management <ul style="list-style-type: none"> <li>• Demonstrated ability to communicate fluently both orally and in writing across a whole range of stakeholders within and outside FFA</li> <li>• Demonstrated ability to manage (physical, financial and time)</li> <li>• Demonstrated ability to work to deadlines with multiple activities/tasks</li> </ul>	

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"> <li>• Financial and administrative procedures</li> <li>• Contract management</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>• Financial accounting and budgeting</li> <li>• Managing and interpreting economic data</li> <li>• Donor reporting requirements</li> </ul>
Working Knowledge Level	<ul style="list-style-type: none"> <li>• Pacific Islands tuna industry</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Contract law</li> </ul>

### 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:**

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Manager/Supervisor

Date:

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Employee

Date: