

Job Reference:	
Job Title:	MCS Assistant
Work Unit:	Fisheries Operations
Responsible To:	Surveillance Operations Officers
Responsible For:	No staff to supervise
Job Purpose:	This job exists to-: <ul style="list-style-type: none"> Provide administrative and operational support to the Operations of the RFSC and contribute to the achievement of Fisheries Operations objectives.
Date:	1 February 2021

The Leaders' Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

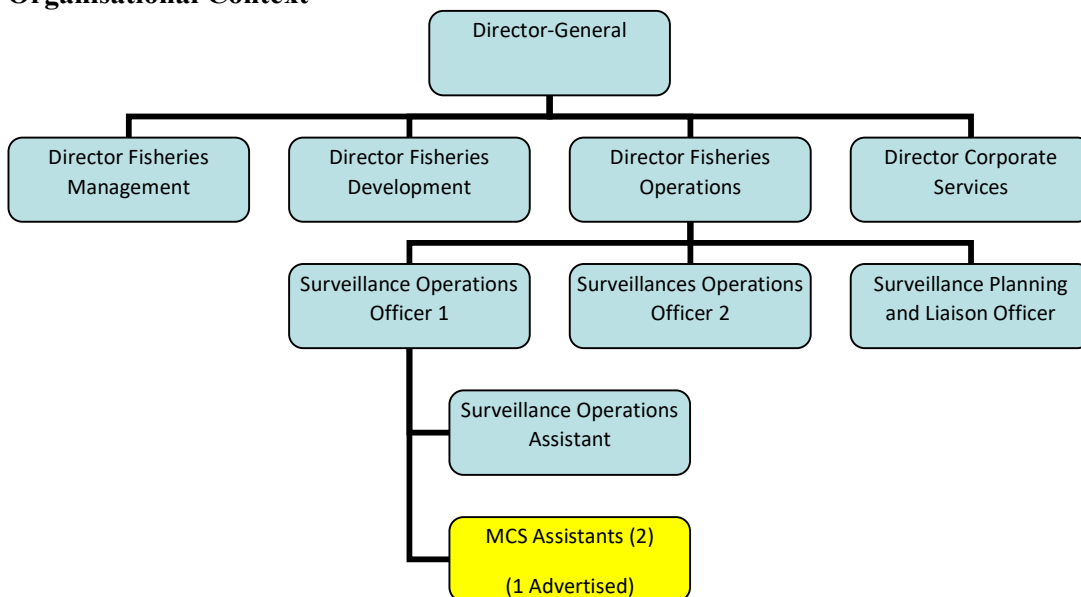
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

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

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Regional Fisheries Surveillance Centre Operations
2. Database and Information Management

3. Information & Communication

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

Jobholder is accountable for	Jobholder is successful when
RFSC Operations. <ul style="list-style-type: none"> Assist in the efficient and effective operation of the RFSC. Assist in providing on-site support for major regional surveillance operations. Conduct daily analysis of available data to present an accurate Regional Surveillance Picture (RSP) Assist in the upkeep and maintenance of RFSC Standard Operating Procedures Administrative and logistic support to the RFSC 	<ul style="list-style-type: none"> MCS services provided by the RFSC are efficient and effective. Regional operations are conducted successfully. The Regional Surveillance Picture is accurate. The RFSC Standard Operation Procedures is updated.
Database and Information Management <ul style="list-style-type: none"> Participate in the testing of operations support tools. Assist in the effective management of members data provided to the RFSC as per the FFA ISMS policy Maintain proper records of all information and supporting documents provided to the RFSC during and after a MCS Operations 	<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.
Information & Communication <ul style="list-style-type: none"> Assist in the timely analysis and dissemination of surveillance information to member countries. Assist in the provision of VMS snapshots, VOI reports and other information to member countries in support of investigation/prosecution of IUU and other MDA risks. Assist in the upkeep of the FFA MCS tools 	<ul style="list-style-type: none"> The Surveillance Picture is disseminated in a timely and accurate manner. The required information is provided on a timely and accurate manner. FFA MCS systems (RIMFs and Eops) are updated.

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:-

- Conducting daily analysis of available to provide an accurate and comprehensive surveillance picture in supporting members and surveillance providers MCS activities.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External Maintain excellent working relationships with member countries MCS officers, surveillance providers and emerging technology partners.	<ul style="list-style-type: none"> Alert members of illegal activities and providing accurate VOI Alerts and feedback to surveillance and technology providers on MCS activities.

Internal <ul style="list-style-type: none"> • Director Fisheries Operations • Surveillance Operations Officers FFA Support and Professional Staffs	<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.
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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 Surveillance Operations Officer , Surveillance Planning Liaison Officer, Surveillance Operations Assistant 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

Essential	Desirable
<p>Qualification:</p> <ul style="list-style-type: none"> • Certificate/Diploma in maritime or fisheries related fields. <p>Experience</p> <ul style="list-style-type: none"> • Minimum of 3 years’ experience in Maritime/Fisheries MCS and Enforcement background <p>Skills</p> <ul style="list-style-type: none"> • Demonstrated ability to communicate fluently in both oral and written English. • Strong analytical skills to undertake simple and complex analysis of data. • Word processing and above average IT skills • Sound knowledge of Member countries Fisheries Laws and Offences • Demonstrated ability to manage multiple tasks associated with the role • Self-motivated and conduct task with minimal supervision • Demonstrated ability to manage multiple tasks associated with the role <p>Knowledge</p> <ul style="list-style-type: none"> • Broad understanding of MCS in the region and drivers of non-compliance in fisheries 	<p>Knowledge</p> <ul style="list-style-type: none"> • Basic knowledge of a wide range of MCS databases, the use in supporting Members and conduct of regional fisheries surveillance operations

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 and WCPFC High Seas
Working Knowledge Level	<ul style="list-style-type: none"> Knowledge of Member countries fisheries offices Knowledge of conduct of regional operations
Awareness	<ul style="list-style-type: none"> 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.