



FFA

APPLICANT INFORMATION PACKAGE

REGISTRY DATA OFFICER 2

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

CLOSING DATE – 19 FEBRUARY 2020

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. 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.

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.

Terms of Reference

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Registry Data Officer 2 (RDO2) - Vessel Registration
Work Unit:	Fisheries Operations
Responsible To:	Manager Vessel Monitoring System
Responsible For:	Nil
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> Provide FFA Vessel Register services for the Vessel Monitoring System Unit. The position ensures the quality and accuracy of data entry through managing data verification procedures and ensures that all files and data are maintained and archived according to prescribed policies and procedures including confidential data.
Date:	23 January 2020

FFA's Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

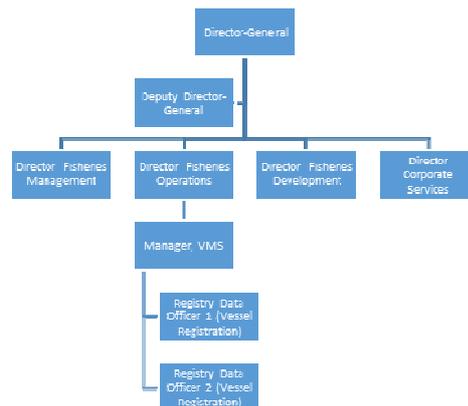
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

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. Vessel Registration
2. Reporting
3. Communication

4. Database and Information Management

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

is accountable for	and is successful when
<p>1. Vessel Registration</p> <ul style="list-style-type: none"> • Check and ensure that FFA Vessel Registration applications, fee transactions, FAO vessel marking criteria and other prescribed requirements are fulfilled before processing the Registration Applications. • Communicate in a timely manner by e-mail, telephone or other means with fishing companies and/or vessel owners/operators, to provide advice on the procedures and requirements for vessel registration or problems associated with applications received. • Liaise closely with Corporate Services in the process of invoicing, receipting, reconciling and processing of Vessel Registration fees. 	<ul style="list-style-type: none"> • Registrations of vessels comply with policies, regulations and procedures. • Effective communication between FFA and clients maintained. • Reconciliations carried out on time.
<p>2. Reporting</p> <ul style="list-style-type: none"> • Compile standard authorised reports on the status of vessels on the FFA Vessel Register in response to requests by FFA Members, FFA Executive Management, FFA Divisions and appropriate regional and International Organisations. 	<ul style="list-style-type: none"> • Reports submitted on time and responds to clients' needs.
<p>3. Communication</p> <ul style="list-style-type: none"> • Disseminate regularly via appropriate means the updated listing of vessels in Good Standing on the FFA Vessel Register to FFA Members and authorised organisations and personnel. 	<ul style="list-style-type: none"> • FFA Members and other stakeholders are aware of vessel listings.
<p>4. Database and Information Management</p> <ul style="list-style-type: none"> • Maintain the quality, accuracy and timeliness of data inputs to the FFA Vessel Register database. • Maintain an orderly and easily accessible system to file correspondence relating to registration applications, vessel photographs and other vessel data and information. • Report on any deficiency of the database systems with recommendations for remedial actions for improvements. • Assist other officers in the unit on the vessel 	<ul style="list-style-type: none"> • High quality data and data is useful for decision making purposes on the areas recorded. • Information is accessible and useful for the Unit's purposes. • Databases are appropriate for data

is accountable for	and is successful when
registration process and provide training where necessary. <ul style="list-style-type: none"> As required, assist with the maintenance, management and data entry of other Information Management systems in the Fisheries Operations Division. 	recording purposes.

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 vessel registration applications are completed according to prescribed procedures and appropriate fee has been received. Verification of data entered requiring lengthy periods of due care and attention to the details. Although the duties/tasks may seem monotonous at times, but these will become more challenging as online systems with automated functionalities are implemented and will keep the jobholder fully occupied.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> FFA Member country officers Vessel Operators/Fishing companies External Organisations. Authorised MTU installers. FFA Consultants 	<ul style="list-style-type: none"> Request information on the status of vessel registration and provide information on the procedures and requirements for vessel registration. Provide information on the updated vessel listing and Certificate of Registration.
<p>Internal</p> <ul style="list-style-type: none"> Director Fisheries Operation Manager Vessel Monitoring System. Surveillance Operation Officers FFA Executive and Management Corporate Services 	<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 information on a request basis Receive and provide information on reconciliations

Level of Delegation

The jobholder:

- | |
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| <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 Vessel Monitoring System or Divisional Director. • The jobholder will report to the Manager VMS or Divisional Director on any complex issues arising from the performance of duties. |
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Person Specification

Essential	Desirable
<p>Qualification:</p> <ul style="list-style-type: none"> • Minimum qualification of a Diploma in Computing/Information Management or relevant field. <p>Experience</p> <ul style="list-style-type: none"> • At least 2 years’ experience in related fields. • Experience with Information Management Systems. • Experience or working knowledge of Vessel Registration procedures and requirements. <p>Skills</p> <ul style="list-style-type: none"> • Customer Service Skills. • Demonstrated ability to maintain confidentiality in handling of all information. • Report writing skills. • Analytical skills to be able to do simple analysis of data. <p>Knowledge</p> <ul style="list-style-type: none"> • Sound knowledge of e-filing and data management. 	<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 role of Registry Data Officer 2 within FFA and across Member countries.
Advanced Level	<ul style="list-style-type: none"> • Excellent knowledge of Information Management Systems. • Excellent knowledge of FFA work programs and it interface with member countries.
Working Knowledge Level	<ul style="list-style-type: none"> • Knowledge of Member countries

	registration requirements, policies, guidelines.
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.

Approved:

Manager/Supervisor

Date:

Employee

Date:

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 Band 5 of FFA’s authorised salary scale for locally advertised positions.
Salary:	The basic salary range for this position is; <i>Band 5</i> <i>Min.SBD\$60,027 Midpt. SBD75,034 Max. SBD90,041</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.