

JOB DESCRIPTION

Job Reference:	
Job Title:	Manager, Vessel Monitoring System (MVMS)
Work Unit:	Fisheries Operations Division - VMS Unit
Responsible To:	Director of Fisheries Operations
Responsible For:	Supervision of six (6) staff members
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> • Manage the operations of the FFA VMS and the FFA Vessel Register and to effectively utilise the resources available to FFA for this purpose • Identify and implement improvements to the VMS and Vessel Register services made available to FFA members and other clients, including in respect of new technology and the efficiency of the VMS.
Date:	October 2018

FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

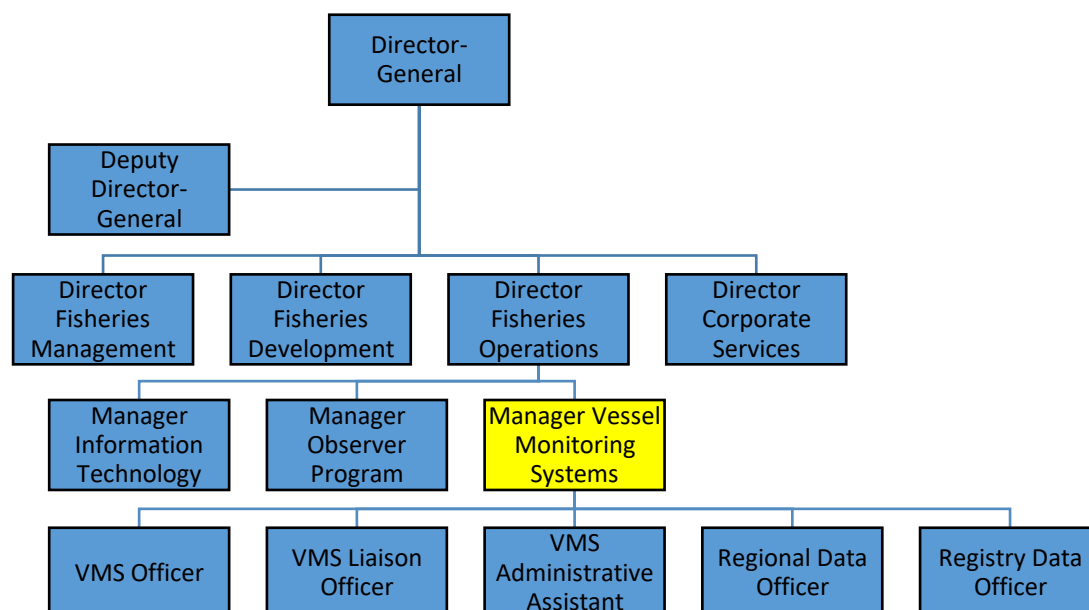
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

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 2014-2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

- 1. Provision of effective Policy Advice.**
- 2. Strategic Planning.**
- 3. Effective Management and Support.**
- 4. Build and maintain effective networking relationships.**

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

is accountable for	and is successful when
1. Provision of effective policy advice <ul style="list-style-type: none">• Provide advice (in conjunction with the VMS team) to FFA Executive on the management and effective utilization of the Agency's VMS and Vessel Register resources in support of FFA Members.• Provide direct advice to FFA Members on effective utilisation of FFA VMS and the Vessel Register to support compliance.• Identify issues and solutions relevant to the VMS.	<ul style="list-style-type: none">• FFA Members and FFA Secretariat interests in VMS and Vessel Register are secured and advanced.• Advice reflects regional development priorities for VMS and Vessel Register.• Policies, Procedures, Standard Operating Procedures are updated and kept current.• FFA Members fully utilise the FFA VMS and Vessel Register.
2. Strategic Planning <ul style="list-style-type: none">• Contribute to FFA Corporate planning processes including Monitoring and Evaluation, and formulate relevant inputs to the Annual Work Programs and Budget (AWPB).• Maintains strategic vision for the operation of VMS, especially in light of changing priorities and emerging technologies• Contribute effectively to the implementation of the Regional MCS Strategy• Maintain the relevance of FFA VMS and Vessel Register as compliance tools	<ul style="list-style-type: none">• Corporate Plan, Statement of Intent and AWPB reflect timely contributions.• Strategic vision for VMS and Vessel Register is discussed within Operations Division and with the Senior Executive, and updated as appropriate.• New technologies are examined and efficiencies delivered relevant to the operation of an effective VMS.• Relevant VMS components are included in the new RMCSS.
3. Effective Management and Support <i>Resources (Human, Financial & Physical)</i> <ul style="list-style-type: none">• Manage the FFA Vessel Register and the FFA Vessel Monitoring System (VMS) staff.• Manage the operations and resources associated with the FFA VMS and the Vessel Register.• Manage the approved annual budgets associated with the Vessel Register/VMS services• Manage the current Service Level Agreement (SLA) for the provision of VMS and support services to the Western and Central Pacific Fisheries Commission (WCPFC).	<ul style="list-style-type: none">• Performance management of VMS staff undertaken in timely and effective fashion.• Management and support of Vessel Register/VMS operations and systems are effectively maintained and implemented.• Annual work plans and activities are achieved in line with the implementation schedules and resources available• The WCPFC VMS Service Level Agreement is implemented and managed effectively ensuring all support services provided.• The VMS Service Provider continues to effectively provide services outlined in the

is accountable for	and is successful when
<ul style="list-style-type: none"> • Manage the existing SLAs with VMS service provider. • Manage the approval process for VMS authorised installers and approved Mobile Transceiver Units (MTUs) <p><i>Member Country & FFA Support</i></p> <ul style="list-style-type: none"> • Manage the VMS contracts and Service Level Agreements (SLAs) with associated member countries. • Manage and contribute (in conjunction with the VMS team) to the design, development and implementation of training programs to support these services. • Provide (in conjunction with the VMS team) support for regional MCS operations for FFA members. Such support may include back up and on-site support. • Provide (in conjunction with the VMS team) VMS data, support, compliance and enforcement assistance to FFA members and clients. • Manage the access and use of VMS data in accordance with FFA ISMS policy 	<ul style="list-style-type: none"> • SLAs, with market testing of services on periodic occasion. • Authorised installers and approved MTUs meets FFA VMS requirements • Country SLAs are implemented where appropriate • Training workshops are conducted to address development needs. • Assistance is effectively provided to members to support National and Regional MCS Operations. • Assistance and support is effectively provided to members to meet national requirements and other clients for the services provided. • ISMS policy is adhered to.
<p>4. Build and maintain effective networking relationships</p> <ul style="list-style-type: none"> • Liaise with FFA members, clients, FFA staff, Service Providers and contractors to develop, test and implement new services. • Maintain a watching brief on regional and international developments in respect of the operation of VMS and similar systems. 	<ul style="list-style-type: none"> • Effective networking relationships built. • Timely advice is provided on regional and international developments in respect of VMS and similar operations.

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"> • Liaising and servicing FFA member VMS authorities. • Development, implementation and maintenance of an overarching VMS strategy. • Identifying and effectively addressing emerging VMS issues. • Ensuring cost efficiency and effectiveness of the VMS/Vessel Registry services. • Development and delivery of appropriate VMS training curricula. • Maintenance of existing SLAs with VMS service providers. • Maintenance of the existing SLA for the provision of WCPFC VMS and support services. • Contributing to the definition and roll-out of the RMCSS.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> Members, Regional, Sub-regional organisations, WCPFC and Stakeholders. Authorised Installers Flag states and vessel operators 	<ul style="list-style-type: none"> Provide and receive services and advice. Maintain list of authorised installers Address vessel register queries from vessel operators, agents and flag states
Internal <ul style="list-style-type: none"> FFA Executive Director of Fisheries Operations FFA Executive Management SOO and other MCS staff Legal Counsel Regional Fisheries Surveillance Centre Corporate Services 	<ul style="list-style-type: none"> Provide and receive technical advice. Take directions. Report on progress of work. Liaise on legal matters relating to areas of work Contribution of timely inputs to key corporate documents including in particular the AWPB.

Level of Delegation

The jobholder:

- Commit to and organize regional travel in line with FOD work plan and SLA tasks (subject to internal approvals)
- Manage consultancies, including reviewing outputs.
- Manage multiple projects across several members.
- Manage small teams of consultants, staff from other divisions and member personnel.

Person Specification

Essential
Qualification: <ol style="list-style-type: none"> Tertiary qualifications in fisheries or related field
Experience <ol style="list-style-type: none"> At least five years demonstrated experience in: <ol style="list-style-type: none"> fisheries compliance and/or fishing vessel registration program managing at least 5 or more staff; and proven project and contract management experience Experience with working in Windows, UNIX and networked environment and strong skills in the use of GIS applications. Proven ability in development and delivery of MCS training Demonstrated ability to communicate fluently both orally and in writing across a wide range of stakeholders within and outside FFA Prior experience in the Pacific and/or developing countries.
Desirable
Qualification <ol style="list-style-type: none"> Academic and practical maritime MCS training
Skills, knowledge and abilities <ol style="list-style-type: none"> Proven ability to assist and support unilateral, bilateral and multilateral MCS operations. Understanding and an appreciation of IT Infrastructure issues and challenges faced by member countries and ability to identify possible strategies for addressing them.

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">• Advanced knowledge of VMS and Vessel Register needs of member countries and strategies for addressing these needs.• High level of facilitation and training skills.
Advanced Level	<ul style="list-style-type: none">• In-depth knowledge of VMS issues faced by member countries.
Working Knowledge Level	<ul style="list-style-type: none">• Understanding of MCS Surveillance in supporting Fisheries Operations, Development and Management.• FFA strategic planning and reporting framework including key strategic and operational planning documents such as the Strategic Plan, Statement of Intent, Annual Work Program and Budget and Annual Report.
Awareness	<ul style="list-style-type: none">• Emerging technologies

Key Behaviours

The employee will be measured against the following Key Behaviours

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

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
- Commitment to gender and diversity principles
- Ability to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process.