

TERMS OF REFERENCE
Job Description

Job Identification

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| Job Reference: | |
| Job Title: | Catch Documentation Scheme Technical Advisor |
| Work Unit: | Fisheries Management Division |
| Responsible To: | Director Fisheries Management |
| Responsible For: | nil |
| Job Purpose: | Provide technical guidance, advice and support relating to work undertaken regionally and nationally on the development, documentation, implementation, management and monitoring of tuna catch documentation schemes (CDS) by FFA members. |
| Date: | 11 February 2019 |

The FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

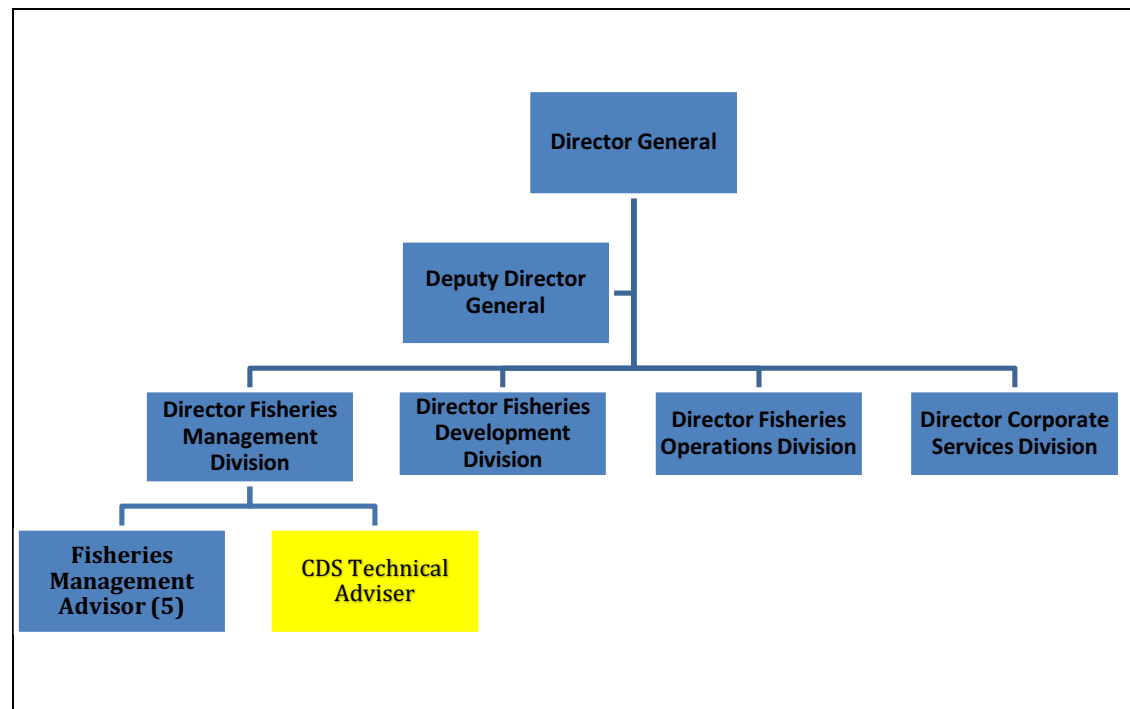
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

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 2020

Organisational Context



Key Result Areas

This position encompasses the following major functions or Key Result Areas:

1. Strategic Direction and Technical Advice
2. Research and Development
3. Networking Relationships

Scope of Work/Objectives

The CDS TA will play a key role in the development of a Regional Framework for an FFA Catch Documentation Scheme. This work will contribute to the development of National Catch Documentation Scheme strategies and implementation tools to reduce IUU fishing through improved catch monitoring, verification and traceability along the supply chain. This includes developing and implementing an electronic Catch Documentation Scheme (or e-CDS) and strengthening of contributing information streams such as:

- on-board monitoring through both increased fisheries observers' coverage and supporting the introduction of electronic monitoring;
- supporting the development and implementation of electronic reporting tools;
- transshipment monitoring and control; and
- the verification of fishing and processing activity.

The regional framework will take full account of existing e-CDS initiatives including the PNA FIMS, the FFA RIMF and the electronic reporting systems associated with SPC TUFMAN 2. It is expected that the CDS TA will also advise on the development of national regulatory and policy frameworks for CDS in Pacific Island Countries (PICs).

The work of the CDS TA will support the trialling and rollout of national and regional tools to implement Catch Documentation Schemes throughout the FFA membership.

The Key Result Areas are broadly described below:

1. Regional framework for electronic Catch Documentation Scheme developed. This includes developing governance and management arrangements for a regional CDS framework to implement traceability and catch legality requirements, and developing implementation tools.
2. National Catch Documentation Scheme strategies and implementation tools developed. This includes identifying national CDS needs, developing national strategies and mechanisms to implement national strategies that incorporate the adoption and use of emerging technologies.
3. National regulatory and policy frameworks for Catch Documentation Schemes in PICs developed. This includes review of legislative and policy frameworks to apply CDS, and implementation of national regulatory and governance frameworks.
4. National and regional tools to implement electronic Catch Documentation Schemes developed and rolled out. This includes development and roll out of CDS awareness, training and education programmes, and development of tools to implement national CDS.

| Jobholder is accountable for | and is successful when |
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| Technical Direction <ul style="list-style-type: none"> • Advice and assistance to Pacific Island in facilitating the adoption of a regional electronically based CDS framework and associated standards. • Taking a lead role in developing associated governance and management arrangements for the regional CDS framework as a means to implement traceability and catch legality requirements, • Taking a lead role to facilitate the development of a suite of tools that can be applied to CDS adoption strategies. | <ul style="list-style-type: none"> • FFA members' interests in the regional CDS framework are well represented and conveyed. • Regional level governance and management frameworks are agreed and adopted. • CDS support tools are successfully identified and applied. |
| Technical Advice <ul style="list-style-type: none"> • Advice and assistance to FFA members to identify national CDS needs and associated electronic CDS strategies and mechanisms that incorporate the adoption and use of emerging technologies. | <ul style="list-style-type: none"> • National CDS strategies are developed |

| Jobholder is accountable for | and is successful when |
|---|---|
| <ul style="list-style-type: none"> • National regulatory and policy frameworks for Catch Documentation Schemes in PICs developed. This includes review of legislative and policy frameworks to apply CDS, and implementation of national regulatory and governance frameworks. • National and regional tools to implement Catch Documentation Schemes developed and rolled out. This includes development and roll out of CDS awareness, training and education programmes, and development of tools to implement national CDS. | <ul style="list-style-type: none"> • Supportive regulatory and policy frameworks for CDS in place within National Administrations • CDS capacity building tools developed and utilised by Members |
| Research and Development <ul style="list-style-type: none"> • Research, prepare and present papers at national, regional and/or international forums concerning CDS development and implementation | <ul style="list-style-type: none"> • Positive feedback is received in CDS papers and associated development and implementation strategies |
| Project Management <ul style="list-style-type: none"> • Take a lead role in the management and implementation of the technical work relating to FFA projects in Port State Measures (PIPSMP) and Catch Documentation and Enhancing Compliance (CDEC). The role recognises the importance of Port State Measures for reducing IUU fishing and the information from vessels entering Pacific ports. • Assist the Project Administration Officer with coordinating the technical work of the PIPSMP and CDEC. • Actively participate in the development of project concept, scoping and design documents. • Liaise with other FFA staff and Executive, and donors to assist in securing project resources • Liaise, coordinate and cooperate with other FFA staff, other relevant regional agencies, FFA members and | <ul style="list-style-type: none"> • NZ project reports are submitted as scheduled with positive progress results reported • Project Finance and administration processes are implemented effectively • Projects designed to support FFA member directed work areas and interests • Resources secured and funding arrangements negotiated to align with FFA regulations, policies and procedures, and reduce administrative workloads as much as possible. Projects effectively |

| Jobholder is accountable for | and is successful when |
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| <p>other stakeholders as required to deliver and implement project requirements</p> <ul style="list-style-type: none"> Assist with reporting and project accountability requirements | <p>implemented and progress monitored and reported against.</p> |
| <p>Networking Relationships</p> <ul style="list-style-type: none"> Foster effective relations with the oceanic fisheries managers of FFA member countries, their relevant service providers, and other key stakeholders. Ensure close working relationships are in place for the coordination of existing e-CDS activities vis PNA FIMS and SPC's CDS initiatives as well as systems in place under RIMF. | <ul style="list-style-type: none"> Effective networking relationships built. Relevant integrated services and policy provided. Professional networks of FFA members, CROP agencies, NGOs and representatives from non-FFA members are developed and maintained to ensure accurate advice to members. |

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 are;
- Conduct national stakeholder consultations and issues analysis
 - Conduct detailed analysis of scientific and management reports to provide simplified briefs - and to advocate for these within Secretariat and member meetings.
 - Provide real time policy and analytical advice to support decision making by members, including during meetings

The following **Outputs and Deliverables** are anticipated.

The **CDS TA** will be expected deliver the following outputs:

- A regional framework for CDS, incorporating relevant PIPSMP elements, and existing national CDS initiatives.
- Governance and management arrangements for a regional and/or sub-regional CDS framework, incorporating relevant international and regional developments.
- Implementation tools for a regional CDS framework.
- An e-CDS data and process standards
- National CDS needs identified, and national implementation strategies delivered consistent with the regional CDS framework.
- Mechanisms to implement national CDS strategies.

- Supporting PICs to review, enhance and develop national level legislation, regulation and policy frameworks to apply CDS, including incorporation of requirements for bilateral and/or multilateral CDS implementation.
- Supporting PICs to implement their national level regulatory and governance frameworks for CDS.
- Creating CDS awareness through development and roll-out of appropriate training and education programmes, with the support of SPC as required.

Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of Contact most typical |
|---|---|
| External <ul style="list-style-type: none"> • Member Country Fisheries Administrations • WCPFC and other relevant tuna RFMO Secretariats • SPC and other CROP Agencies • PNAO • FAO • NGOs | <ul style="list-style-type: none"> • Receive requests and provide advice and assistance where appropriate • Provide and receive advice • Share information and technical developments |
| Internal <ul style="list-style-type: none"> • Director of Fisheries Management • Project Administration Officer and other DFM staff • Advisers from Operations and Development divisions | <ul style="list-style-type: none"> • Provide and receive technical advice • Take directions • Report on progress of work • Cooperate in and/or manage multi-disciplinary projects and teams |

Level of Delegation

The job holder:

- Manage small teams of consultants, including reviewing outputs
- Manage multiple projects across several member countries
- Coordinate with and work with teams from other divisions and member representatives.

Person Specification

| Essential | Desirable |
|--|---|
| <ol style="list-style-type: none"> 1. Degree or equivalent in business, economics, science or technical programme. (Examples of technical qualifications include: supply chain and logistics management, food/seafood science and fisheries science) 2. Experience in of any of the following: supply chain management; food industry; science; traceability; policy development. 3. Demonstrated knowledge of information systems and technology for authorisation, security, distribution and control of documents, data and records. | <p>Understanding of the development aspirations and challenges of FFA members.</p> <p>Experience working and living in a developing country, particularly in the Pacific.</p> <p>Broad knowledge of tuna fisheries in the region.</p> |

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| 4. Experience in researching, preparing and presenting submissions and papers to large fora. | |
| 5. Excellent communication, interpersonal and stakeholder relationship building skills and experience relevant to FFA's business and organisational context. | |

This section is designed to capture the expertise required for the role at a 100% fully effective level.

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 competencies would typically be expected for the 100% fully effective level:

The CDS TA should be able to:

- Demonstrate knowledge of food safety or quality systems management, product or supply chain risk assessment, traceability systems and relevant national and international laws relating to product traceability;
- Have an understanding of fish and fish products and their supply chains, and the types of supply chain operations;
- Demonstrate the ability to manage relationships with colleagues and clients.
- Identify and assess potential risks to traceability during food production, distribution, preparation, storage, trading and transportation throughout the chain;
- Assess the effectiveness of traceability systems employed by organisations and their subcontractors;
- Recognise the risks of compromising traceability associated with different seafood species and activities;
- Develop technical and policy advisory papers – operational and high level

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

- 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.