

JOB DESCRIPTION

Job Identification

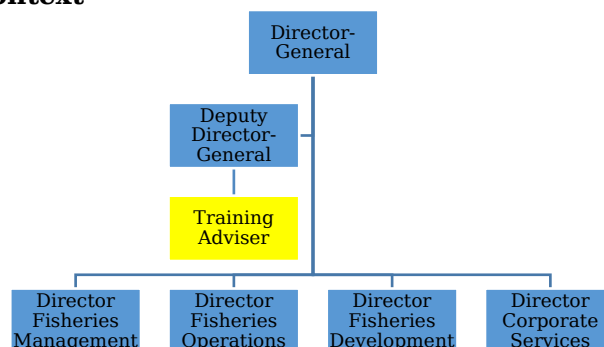
Job Reference:	
Job Title:	Training Advisor
Work Unit:	Executive Division
Responsible To:	Deputy Director-General
Responsible For:	No staff to supervise
Job Purpose:	<p>This job exists to:-</p> <p>Support FFA and SPC to coordinate and organise effective and efficient delivery of the NZ-funded Fisheries Training and other training programmes. The primary focus of these programmes is to ensure Pacific Islanders in member countries meet Government and private sector standards and requirements.</p> <p>The incumbent will assist and coordinate existing FFA training programmes and, as appropriate, organise further FFA engagement in accredited fisheries training and other donor-funded fisheries training programmes and activities.</p>
Date:	January 2017

Vision and Mission

VISION - 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 through the sustainable use of our offshore fisheries resources”.

MISSION - The Mission for the Pacific Islands 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”.
 Pacific Islands Forum Fisheries Agency Strategic Plan 2014-2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Efficient and Effective **administration, management and reporting of FFA and SPC's contracted responsibilities to the NZAID funded Fisheries Training programmes**
2. **Promote, manage and** coordinate existing FFA training programmes

3. As appropriate, assist and organise further FFA engagement in accredited fisheries training and other donor-funded fisheries training programmes and activities
4. Monitoring, Analyses and Reporting of FFA training activities and sector requirements.

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

is accountable for	and is successful when
<p>1. Efficient and effective administration, management and reporting of FFA and SPC's contracted responsibilities to the NZAID funded Pacific Regional Fisheries Training (PRFT) programme</p> <ul style="list-style-type: none"> • Manage and, where necessary, contract reputable training institutions in the region (including in New Zealand) to deliver training under the PRFT programme • Ensure the development of appropriate curricula, design and, where possible, appropriate standards certification for these training courses with a view to their long-term sustainability • Monitoring the quality and cost effectiveness of the courses , including assessing participant skills and subsequent knowledge utilization • Establish databases of relevant certified training providers (individuals as well as organisations and institutions) • Prepare TORs for competitive tender for training course development, delivery and assessment as required • processing applications for Short Term Training Scholarship (STTS) awards for fishing vessel crew; • Facilitating applications for Pacific Islands Fisheries Officers course offered at Nelson (NZ); and • Contributing to the design and development of the new Fisheries Laboratory Technician's training course. 	<ul style="list-style-type: none"> • The contracted deliverables expected of FFA and SPC under this Project are met • Training under the following outputs are delivered effectively to the selected member countries; <ul style="list-style-type: none"> o Mentoring of Observer Managers o Seafood Small Business Market Development o Fisheries Trade, Policy, Investment Appraisal and International Commerce o Small Vessel Operators Seafood Safety, Handling and Food Technology o Fisheries Extension Officers (VMC course) and • Effective Small and Medium Enterprise Development records management, including financial acquittal, training program material including PSC minutes, service contracts, list of participants and reports on training programmes delivered • STTS awards successfully offered to members • PIFOC applicants from members exceed 10 each year • Fisheries Laboratory Technician accredited courses delivered.
<p>2. Assist and coordinate existing FFA training programmes</p> <ul style="list-style-type: none"> • Liaise with Directors/managers in development and compilation of training 	<ul style="list-style-type: none"> • Training delivered meets the identified needs of recipients and results in personal and organisational improvement

is accountable for	and is successful when
<p>programmes and materials for relevant training activities</p> <ul style="list-style-type: none"> • Liaise with Directors/managers on finalisation of training materials and their appropriateness to the training programme 	<ul style="list-style-type: none"> • Relevant training materials developed and contextualised to regional and member country needs as required • Effective collaboration with stakeholders at all levels • FFA's role in broader accredited fisheries training (especially Cert IV FEC etc.), and other donor-funded training is analysed and decisions are taken by members and donors • FFA training consultancies are efficiently managed • Lessons learned incorporated into future iterations of training programmes • Staff PD successfully linked to annual appraisal
<p>3. As appropriate, assist and organise further FFA engagement in accredited fisheries training and other donor-funded training programmes and activities</p> <ul style="list-style-type: none"> • Coordination of transitioned hybrid fisheries training programmes at USP or other educational training institutes • Management of elements of training programme delivery with risk management and monitoring, evaluation and learning • In-house training platform (Learnbook) built to provide staff with professional development opportunities 	<ul style="list-style-type: none"> • Evidence of new and innovate training programs meeting the needs of a dynamic sector • Training elements are incorporated successfully into the design of broader sectoral and fisheries management programs • Training issues are clearly referenced and delivered within relevant Country Service Level Agreements • Gender and diversity issues are identified and prompted within all FFA funded and FFA supported programs
<p>4. Budgeting and Reporting</p> <ul style="list-style-type: none"> • Monitor, analyse and report to FFA management and the Project Steering Committee on programme outputs, activities and results their contribution to the goal and outcomes sought by the programme • Provide advice and recommendations on training project design, mid-term evaluation and appraisals • Liaise with Director Corporate Services (together with DDG) in respect of donor agreement funding, general funding and donor reporting requirements. • Ensure the required requirements and deadlines are met in respect of all project reporting. • Proactive use of available funding to maximise benefits to members. 	<ul style="list-style-type: none"> • Effective reporting to Programme Support Committee and FFA of training programmes and financial spending especially the provision to PSC and FFA of end of training appraisal reports; timely recommendations to improve Project delivery ; accurate and timely financial reports; and informative progress reports on the programme workplan and budget • Contractual training obligations for FFA are reported in a timely manner to donors • DDG and DCS have confidence in the overall direction and management of the training program.

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 agreement development process.

Work Complexity

The most challenging duties typically undertaken-;

- Identifying and working with regional service providers to deliver and certify the training courses identified
- Working with project beneficiaries to identify suitable and available trainees
- Contract management of training service providers
- Liaising with trainers on the relevancy of training materials developed for programmes
- Being able to manage multiple training activities at any one point in time
- Effective and timely budgeting and reporting within the context of FFA's overall management systems

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> • Regional Training institutions and individuals • Program Steering Committee • Donor partners • Participants • Member countries 	<ul style="list-style-type: none"> • Assess capacity to deliver and standards • Make recommendations and provide technical and secretariat support. • Provide regular progress reports on the program. • Take decisions • Reporting on training programmes • Advisory notices of training programmes • Seeking nominations and screening nominations. • Advice on appropriateness of participants
Internal <ul style="list-style-type: none"> • Deputy Director-General • Director Corporate Services • Operational Directors and Manager • Finance Unit • HR Unit 	<ul style="list-style-type: none"> • Receive instructions and directives and provide advice and recommendations on training programmes • Report on work plan for programmes. • Liaise on training materials and input into training content • Liaise on budgetary, gender and donor reporting requirements for training programmes • Liaise on administrative arrangements for participants travel, DSA and other administrative requirements • Receive needs assessments from Capability Plans for development of appropriate training for staff

<ul style="list-style-type: none"> • FFA IT 	<ul style="list-style-type: none"> • Ongoing development and full utilisation of inhouse databases to track all FFA training conducted (gender disaggregated statistics) with online completion of training applications and tracer surveys
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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 limited supervision. • Guidance, oversight and advice is provided by the Immediate Supervisor (DDG) and by Corporate Services as required.

Person Specification

Essential
<p>Qualification: A degree or specialized diploma in a relevant area such as Education or Human Resource Management, particularly in the area of Vocational Education, or other appropriate field in conjunction with relevant work experience in developing countries.</p> <p>Experience</p> <ul style="list-style-type: none"> • At least 5 years' experience in related fields • Demonstrated experience in designing and development of training programmes • Proven experience in monitoring and evaluating training courses and/or programmes • Demonstrated project management experience with specific focus on training and development area ideally at the regional level • Proven experience of successful administration of training programmes for multiple areas • Knowledge of Pacific fisheries sector an advantage but not essential. <p>Skills</p> <ul style="list-style-type: none"> • High level reporting skills • Well-developed communication and stakeholder skills and ability to work across Divisions in a coordinated fashion. • Integrity and proven capacity to maintain confidentiality in handling of all information • Analytical skills • Problem-solving skills - proven ability to identify training problems and their causes and ability to develop and implement workable and effective solutions <p>Knowledge</p> <ul style="list-style-type: none"> • Applied knowledge of adult-learning principles, literacy and numeracy issues in the Pacific • Understanding of gender and cultural diversity principles within FFA member countries. • A broad understanding of the role of vocational training and education within the economic development of the Pacific Islands region.

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 the Regional Pacific Fisheries Training Programme in developing coordinating and in supporting the work of FFA in Member countries as it relates to Fisheries Management, Fisheries Development and Fisheries Operations
Advanced Level	<ul style="list-style-type: none"> Excellent knowledge of capability planning and Training Needs assessment Advance technical knowledge of training design and development Advance presentation skills Knowledge of Adult learning principles Training Evaluation tools Gender and Diversity principles
Working Knowledge Level	<ul style="list-style-type: none"> Computer programmes appropriate for development of training materials
Awareness	<ul style="list-style-type: none"> The role of FFA in the Region The functions typically associated with oceanic fisheries management, development, operations and administration in the Pacific

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 annual performance management and at contract renewal.