



JOB DESCRIPTION

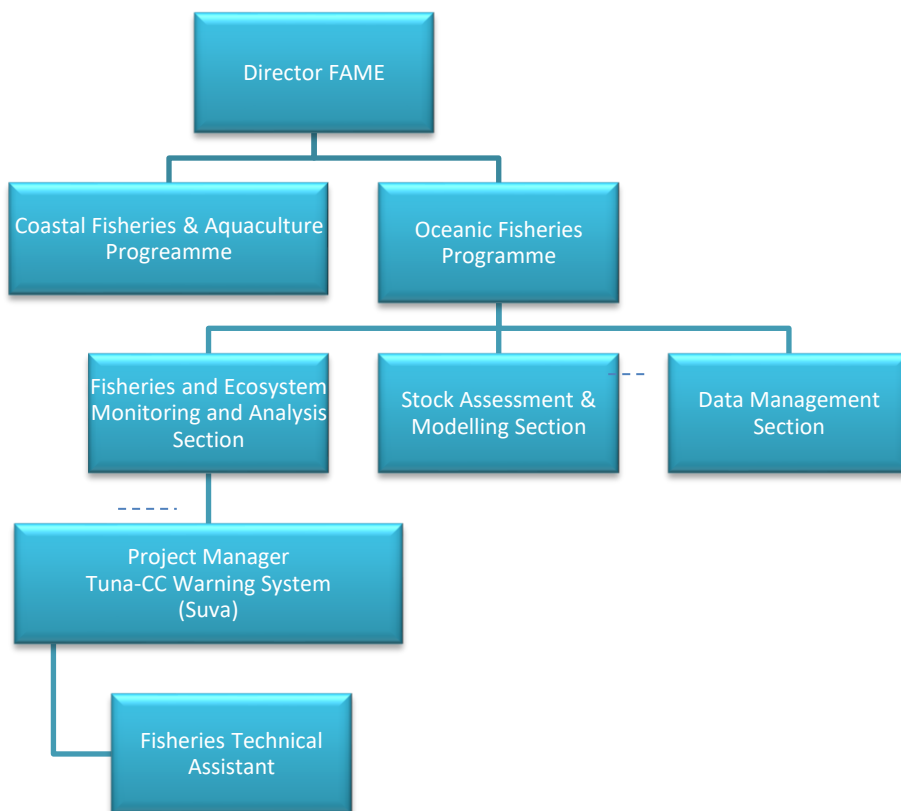
Job Title:	Fisheries Technical Assistant
Division/Programme and Section/Project (if any):	Fisheries Aquaculture and Marine Ecosystems Division
Location:	Suva, Fiji
Reporting to:	Project Manager (Tuna - CC Warning System (Suva Office))
Number of Direct Reports:	Nil
Purpose of Role:	This role will assist the Project Manager in carrying out port and observer sampling of tuna and similar species that supports the improved management of Pacific fisheries and their resilience to climate change.
Date:	June 2024

Organisational Context and Organisation Chart

As one of SPC's oldest Divisions, the **Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative livelihoods, hold significant potential. FAME provides technical assistance to support PICTs to maximize these sustainable development opportunities in the marine sector.

FAME is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). The Director's Office provides divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji, Federated States of Micronesia and Vanuatu, with most of its ~100 staff being based in New Caledonia.

The OFP has initiated several programs of work that are focused on improving the understanding of the impacts of fishing and climate on the tuna fisheries of the western and central Pacific Ocean. This position will directly contribute to these programs through supporting and undertaking the sampling of tissue and other body parts of commercially caught tuna to facilitate genomic and other analyses of tuna biology and ecology. The position is based in Suva and is expected to undertake regular biological sampling of tuna unloaded or transhipped in Fiji. There may be an occasional requirement for duty travel to other Pacific Island member locations to assist with sampling and/or attend project meetings and trainings.



Key Result Areas (KRAs):

The position of **Fisheries Technical Assistant** encompasses the following major functions or Key Result Areas:

1. Port and at-sea sampling of tuna and similar species: 40%
2. Data entry: 35%
3. Support to the cataloging, storage & freight of samples: 15%
4. Inventory of supplies: 10%

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Port and at-sea sampling of tuna and similar species: 40%</p> <ul style="list-style-type: none"> • Carry out port and at-sea sampling of tuna and other species on a regular basis to ensure timely completion of FAME projects. • Assist the project manager and national authorities with supporting port and at-sea sampling of tuna. • Assist in upkeep of the equipment used for port and at sea sampling of tuna and other species as required. 	<ul style="list-style-type: none"> • Monthly <u>targets</u> for port and at-sea sampling of tuna are achieved or exceeded. • The work is carried to the expected safety and quality workmanship standards. • The work is carried out without unduly disrupting industry work-flows and processes. • Sampling equipment is maintained to an operational standard. • Sampling location OHS standards are adhered to.

<p>KRA 2: Data entry: 35%</p> <ul style="list-style-type: none"> • Enter port and at-sea sampling data into SPC databases. • Assist with other data entry task as directed by the Project Manager 	<ul style="list-style-type: none"> • Data is entered on a timely basis. • Entered data meets quality control and assurance standards.
<p>KRA 3: Support to the cataloging, storage & freight of samples: 15%</p> <ul style="list-style-type: none"> • Support the Project Manager and Pacific Marine Specimen Bank staff with cataloging, storing, and shipping biological samples 	<ul style="list-style-type: none"> • Samples are appropriately stored and catalogued to Pacific Marine Specimen Bank requirements. • Shipping of samples is undertaken without deterioration in sample quality.
<p>KRA 4: Inventory of supplies: 10%</p> <ul style="list-style-type: none"> • Assist the Project Manager in ensuring that re-provisioning of sampling consumables, supplies and equipment is undertaken in a timely and efficient manner. • Assist in other duties as and when required 	<ul style="list-style-type: none"> • Monthly targets for port and at-sea sampling of tuna are achieved or exceeded. • Sampling consumables, supplies and equipment is procured efficiently. • Other duties are performed successfully

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.

Most Challenging Duties Typically Undertaken (Complexity):

<ul style="list-style-type: none"> • Working with government and fishing industry stakeholders on vessels and at ports of unloading. • Execution of work in compliance with safety standards, quality standards and deadlines. • Extended periods of desk-based computer data entry.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Government agencies • Fishing industry • Collaborating organizations and service providers 	<ul style="list-style-type: none"> • Taking directive from industry and government officials to adapt port and at-sea sampling practices to minimize disruption to industry workflows. • Liaising with on-site (port and vessel) officials to ensure port and at-sea sampling activities are consistent with local (required) OHS practices.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • FEMA Project Manager (Suva) • FAME/FEMA team • All SPC Staff 	<ul style="list-style-type: none"> • Instruction and supervision by the Project Manager on daily work priorities and activities. • Informing the Project Manager or approved delegate of any problem or urgent anomaly,

	risks, additional or complementary work and propose solutions. <ul style="list-style-type: none"> Receiving feedback on data quality control and assurance achievements (both positive and negative)
--	---

Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Relevant PIRFO (Pacific Islands Regional Fisheries Observer) vocational qualifications related to port and at-sea observation duties. 	<ul style="list-style-type: none"> Experience as a PIRFO observer or national fisheries agency port sampler

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 2 years of work experience Knowledge of fisheries unloading operations Competent fish identification skills Experience in biological sampling of fish Good organizational skills 	<ul style="list-style-type: none"> Time management skills Inventory management Working knowledge of MS office suite

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">• Fisheries observer and bio sampling skills
Working knowledge	<ul style="list-style-type: none">• SPC data entry and management systems• English (verbal and written)
Awareness	<ul style="list-style-type: none">• SPC Regulations and Policies• SPC OHS Policy• Facilities Policy

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Health & Safety
- Interpersonal Skills
- Teamwork
- Taking Responsibility
- Attendance and punctuality
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- High level commitment to achieving workplace performance standards
- Punctuality
- Honesty
- Sense of teamwork and organizational purpose

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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.