



## JOB DESCRIPTION

<b>Job Title:</b>	<b>COASTAL FISHERIES INFORMATION TECHNOLOGY OFFICER/TRAINER</b>
<b>Division/Programme and Section/Project (if any):</b>	Fisheries, Aquaculture & Marine Ecosystems Division (FAME)/ Coastal Fisheries & Aquaculture Programme (CFAP) / Information & Database Management Unit
<b>Location:</b>	Noumea, New Caledonia
<b>Reporting to:</b>	Coastal Fisheries Information and Database Manager
<b>Number of Direct Reports:</b>	No direct reports
<b>Purpose of Role:</b>	To maintain and extend SPC Coastal Fisheries & Aquaculture data collection systems, provide training and user support including data quality control on these systems, and contributes to the inventory, documentation and dissemination of coastal fisheries and aquaculture related data and information in the Pacific region.
<b>Date:</b>	November 2023

### Organizational Context and Organization Chart

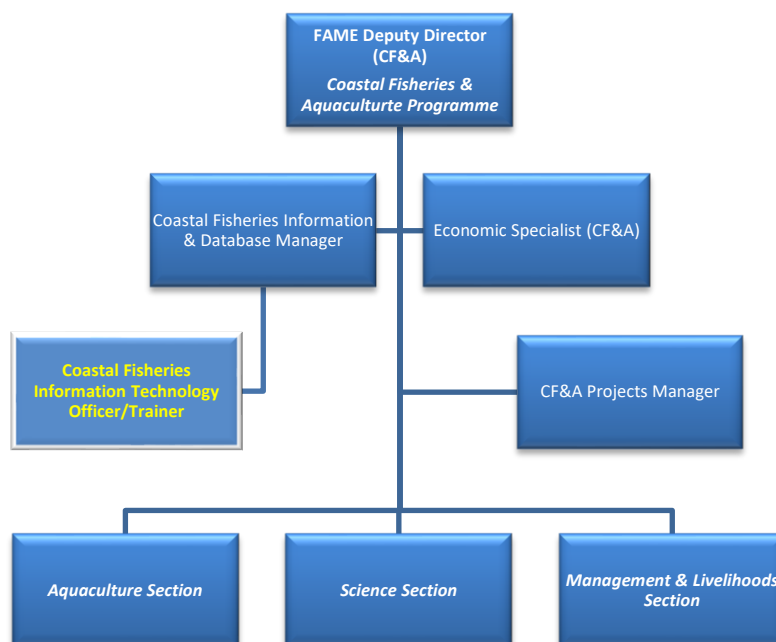
The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures (<https://www.spc.int/>).

The SPC **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, SPC 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. SPC FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine and aquaculture sectors.

SPC FAME is composed of three components: the Coastal Fisheries and Aquaculture Programme (CFAP); the Oceanic Fisheries Programme (OFP); and the Director's Office (DO). Working with all 22 PICTs, SPC FAME has strong partnerships with regional, sub-regional and national entities working in the marine and aquaculture sectors. SPC FAME staff are based in New Caledonia, Fiji, and Federated States of Micronesia, with most staff being based in New Caledonia.

The SPC FAME CFAP provides science and technical support to PICT governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods. CFAP assists PICTs to develop scientifically informed and socially achievable coastal fisheries management policies and procedures. CFAP provides PICTs support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for governments, the private sector and other stakeholders. CFAP assists in developing sustainable nearshore fisheries to provide for food security, sustainable livelihoods, economic growth, assist with climate change adaptation, and address new and evolving challenges to coastal fisheries and aquaculture in the region.

The **Coastal Fisheries Information Technology Officer/Trainer** is a key position in the CFAP, participating to development and maintenance of coastal fisheries and aquaculture data collection systems, training and user support including data quality control on these systems, and contributes to the inventory, documentation and dissemination of coastal fisheries and aquaculture related data and information in the Pacific region.



### Key Result Areas (KRAs):

- KRA#1: Training and user assistance
- KRA#2: Software development and maintenance
- KRA#3: Regional data repository
- KRA#4: Promote inter-agency networking and cross-sectoral collaboration
- KRA#5: Section administration and communication

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

<b><i>Jobholder is accountable for</i></b>	<b><i>Jobholder is successful when</i></b>
<p><b>KRA#1: Training and user assistance (40%):</b></p> <ul style="list-style-type: none"> <li>• Conduct training at SPC and in countries on the use of SPC developed databases and mobile applications for coastal fisheries and aquaculture data collection and analysis.</li> <li>• Provide first level of support to users of FAME databases and mobile applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Country/territory counterparts are trained on the usage of relevant SPC databases and mobile applications.</li> <li>• Specific user requests are processed with immediate support and if necessary, escalation to relevant staff.</li> </ul>

<ul style="list-style-type: none"> <li>Participate to the elaboration of training materials and training videos in support to data collection and data entry.</li> </ul>	<ul style="list-style-type: none"> <li>Training manuals and videos are developed for on-line training on the SPC databases and mobile applications.</li> </ul>
<p><b>KRA#2: Software development and maintenance (30%):</b></p> <ul style="list-style-type: none"> <li>Participate in the development and maintenance of online and mobile database frontends.</li> <li>Participate in the migration, development and maintenance of FAME and CBFM Drupal web sites and provide assistance and training to content providers.</li> <li>Install and maintain in-country servers and associated databases if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Data entry and query user interfaces are developed and integrated into the suite of SPC databases in accordance with specifications and SPC coding practices.</li> <li>The FAME and CBFM Drupal web sites are extended when required through the development of plugins and modules.</li> <li>In-country servers and databases are serviced remotely or opportunistically while in country.</li> </ul>
<p><b>KRA#3: Regional data repository (15%):</b></p> <ul style="list-style-type: none"> <li>Participate in the inventory and collection of existing datasets, reports and document metadata for those datasets and documents.</li> <li>Transform and clean country datasets if required so that they can be analysed and imported in a data warehouse.</li> </ul>	<ul style="list-style-type: none"> <li>Historical datasets and on-going data collection are identified and described</li> <li>Available report files, data files and database snapshots are backed up at SPC and readily usable for data analysis by scientists.</li> </ul>
<p><b>KRA#4: Promote inter-agency networking and cross-sectoral collaboration (10%)</b></p> <ul style="list-style-type: none"> <li>Liases and works closely with other work areas under the PEUMP programme for the betterment of databases and information in support of community-based fisheries management.</li> <li>Develops and promotes collaborations with other sections within SPC on issues such as gender, equity, disability and social inclusion, food security, small-scale livelihoods, climate change adaptation, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Good collaboration with other PEUMP programme work areas maintained.</li> <li>Input is provided to joint internal projects where a holistic approach is needed.</li> </ul>
<p><b>KRA#5: Section administration and communication (5%)</b></p> <ul style="list-style-type: none"> <li>Assists the Coastal Fisheries Information and Database Manager to develop annual work plans and reports.</li> <li>Maintains up to date corporate and administrative procedures, including training data for all activities undertaken.</li> <li>Contributes where applicable to Programme, Divisional and Corporate publications, such as Fisheries</li> </ul>	<ul style="list-style-type: none"> <li>Annual work plans and reports are produced.</li> <li>All of the operations and activities undertaken are fully documented and all administrative tasks completed within the set deadline.</li> <li>Input or articles are provided for all Programme, Project, Divisional and Corporate publications within the set deadlines.</li> <li>Reports are produced within two weeks of completing an activity.</li> <li>Acting roles for staff successfully fulfilled.</li> </ul>

<p>Newsletters and PEUMP programme articles and reports.</p> <ul style="list-style-type: none"> <li>• Produces reports for all activities undertaken in the appropriate format for the activity including technical reports and trip reports, and input to funding proposals, donor reports.</li> <li>• Fills in for staff when they are on leave or duty travel, when required.</li> </ul>	
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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"> <li>• Trying to standardise and collaborate on coastal fisheries data collection and monitoring systems with countries, NGOs and others involved in this area when many want to work in isolation using their own systems.</li> <li>• Updating and maintaining functional databases with local staff in country with them taking ownership and conducting the data entry and maintenance themselves.</li> <li>• Providing training within SPC and member countries on the use of databases and mobile applications developed by SPC.</li> <li>• Recovering old data sets around the region and documenting metadata for those data sets so they are transformed and cleaned for use and imported into a data warehouse.</li> <li>• Working closely and in collaboration with other components of the PEUMP programme to achieve joint outcomes, reporting, and strengthen linkages with other agencies.</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• CROP agencies, government technical staff, NGOs, stakeholders, private sector</li> <li>• Technical partners</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising, gaining cooperation, reporting</li> <li>• Collaborating, assisting, advising</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Director, Deputy Director, other staff in FAME including PAs</li> <li>• Staff from other sections, finance, Human resources, publications, registry etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Explaining, gaining cooperation, resolving minor conflicts, reporting</li> <li>• Liaising collaborating, resolving minor conflicts</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: manages operational budgets when in the field of up to EUR 20,000 and accurately acquits on all expenditure

Budget Sign off Authority without requiring approval from direct supervisor: EUR 0

### Personal Specification:

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Degree in computer science or a related subject</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in training.</li> </ul>

#### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>A minimum of 5 years of demonstrated experience in software and database development and the successful implementation of medium- to large-scale web, desktop and/or mobile applications.</li> <li>A minimum of 3 years of demonstrated work experience with C# and 1 year demonstrated work experience with Xamarin/.NET MAUI development.</li> <li>Demonstrated capability for collaborating and working in an integrated programme involving colleagues from several different countries and cultures.</li> <li>Excellent communication skills in English (oral and written) with the capacity to engage scientific, government, public and fisher audiences.</li> <li>Ability to design, plan and facilitate workshops and other trainings and provide user support.</li> <li>Willingness and demonstrated capacity to travel and undertake overseas assignments in SPC member countries, sometimes under difficult physical conditions.</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of SPC's second official language (French)</li> <li>Experience working in a developing country environment, preferably in the Pacific Islands region.</li> <li>Experience in PHP and Drupal development.</li> </ul>

#### 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"> <li>Microsoft products, both as a user and developer (Visual Studio)</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Skills in development of web and mobile applications in C# and JavaScript</li> <li>Database technologies (SQL Server, SQLite) and other database formats</li> </ul>

Working knowledge	<ul style="list-style-type: none"> <li>• Training skills</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Broader fisheries management and development issues in the Pacific</li> </ul>

### Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service

### 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.