

JOB DESCRIPTION

Job Reference:	
Job Title:	Manager, Treaty Administration
Work Unit:	Fisheries Management Division
Responsible To:	Director Fisheries Management
Responsible For:	3 staff
Job Purpose:	<p>The Manger:</p> <ul style="list-style-type: none"> ● is responsible for supervision and management of the Treaty Administration Unit. This includes taking a lead role in the development of relevant policies and procedures in relation to the Multilateral Treaty on Fisheries between the Government of the United States of America and Certain Pacific Island Countries (the US Tuna Treaty). Also responsible for the reporting functions of the Unit to the Pacific Island Parties to the US Treaty including meeting arrangements, and contributes to the overall activities of the FFA Secretariat. ● provides support in the management, disbursement and monitoring of Project funds under the US Treaty and other Project Development Fund (PDF) Projects. ● undertakes and manages financial and administrative matters relating to the operation and function of the US Treaty. ● takes a lead role in the preparation of working papers for the Annual Consultation and other meetings of the Parties to the US Treaty, including the Brief for the renegotiation of the Treaty extension.
Date:	July 2020

FFA Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

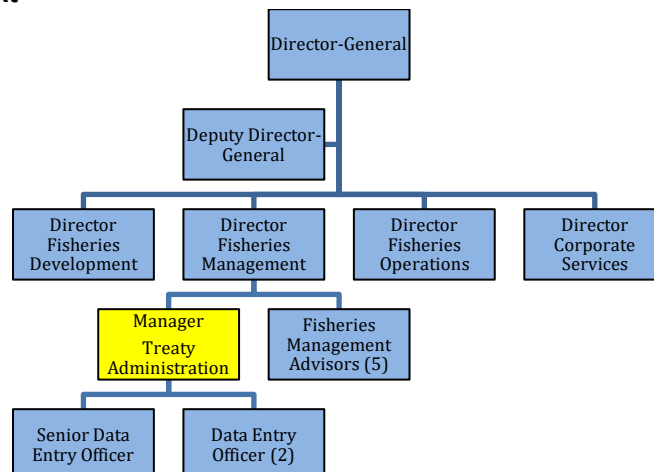
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore resources.

FFA Strategic Plan 2020 -2025

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> 1. Policy Advice, Policy Review and Policy Development 2. Leadership and Management 3. Treaties and Applicable National Laws 4. Planning 5. Fisheries Licencing 6. Reporting 7. Conference and Meetings 8. Auditing and Quality Assurance 9. Treaties Financial Administration
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The performance requirements of the Key Result Areas are broadly described below;

The position is accountable for	and is successful when
<p>1. Policy Advice, Policy Review and Policy Development</p> <ul style="list-style-type: none"> ● Development and review of policies relevant to Treaties and Agreements between and involving the Pacific Island Parties to the US Treaty (FFA Members). ● Provide strategic and technical policy advice to FFA Member countries on issues pertaining to management and implementation of the Treaty administered by the FFA Secretariat. ● Contribute positively to the broader policies and operations of FFA. 	<ul style="list-style-type: none"> ● Appropriate and relevant policies ● Decision makers use strategic and technical policy advice ● Advice consistent with legislations, rules and regulations ● FFA and Member countries capable of providing appropriate services under the Treaties and Agreements ● Policy implementation is executed as required/agreed.
<p>2. Leadership & Management</p> <ul style="list-style-type: none"> ● Lead and manage the staff and core services of the Unit to foster quality assurance of all services provided. ● Manage the budget allocation and be accountable for all physical resources of the Unit. ● Identify priority budgetary requirements for the Unit's annual work programme and budget. ● Provide relevant training and development for staff of the Unit. 	<ul style="list-style-type: none"> ● Team achieves objectives and goals ● Relevance ● Cost effective quality services provided ● Staff understand and implement the Unit's work programme and budget. ● Staff maintain interest and enthusiasm to execute their responsibilities in the Unit and fully understand the contributing role they play in the overall vision of the FFA.
<p>3. Treaty</p> <ul style="list-style-type: none"> ● Develop and deliver the annual work programme of the Unit and delivery of the US Treaty obligations to the Parties. ● Distribute Treaty and arrange payments to the Pacific Island parties based on agreed distribution formula and according to established schedules ● Disbursement of the US Treaty Project Development Fund (PDF) against agreed criteria ● Facilitation of negotiations and talks for the development, establishment and review of the US Treaty and Agreements 	<ul style="list-style-type: none"> ● Treaties and payments comply with policies, procedures and distribution formula and schedules ● Appropriate alignment of deliverables against funds ● Accountability ● US Treaty and other key Agreements are updated and obligations of the parties are performed as required.
<p>4. Planning</p> <ul style="list-style-type: none"> ● Preparation of budgets & work programme ● Identify critical professional development initiatives for staff . 	<ul style="list-style-type: none"> ● Timely Budget preparations and submission ● Capability development initiatives are relevant and accepted by members.

The position is accountable for	and is successful when
<ul style="list-style-type: none"> ● Seeking clear direction from Divisional head and Executive on directions for planning of the Unit activities and the annual work programme and budget. ● Develop and implement the Unit's work programme ● Contribute effectively to FFA strategic planning, budget preparations and Work Programmes 	<ul style="list-style-type: none"> ● The annual work programme and budget form an integral part of the Secretariat's work programme and budget.
<p>5. Fisheries Licencing</p> <ul style="list-style-type: none"> ● Coordination of applications for regional licences under the US Treaty and assessing them against established regional criteria and requirements under the Treaty. ● Issuance of fishing licences in accordance with the provisions and requirements of the US Treaty and Agreements ● Monitoring of licence condition requirements as required by the Parties ● Development, monitoring and review of licence criteria and conditions 	<ul style="list-style-type: none"> ● Licences issuance comply with policies and relevant provisions of treaties and arrangements ● Reporting to parties on M&E of licence completed and submitted ● Licence criteria and conditions are relevant and reflect current environment ● Declined or suspended licences are made in accordance with the Treaty requirements and FFA regional standards. ● List of licences is updated and advised to the Parties and other stakeholders.
<p>6. Reporting</p> <ul style="list-style-type: none"> ● Analysis, data entry and monitoring of vessel log sheets and other reports including from observers submitted in accordance with the US Treaty and Agreements' provisions and requirements ● TUFMAN database system updated to facilitate the generation of reports required by the Secretariat and the Parties. ● Periodic review of reporting requirements ensuring investigation of the latest technology and software in liaison with IT of FOD staff.. ● Reports utilise current technology tools to enable fast delivery to the Parties. ● Advise DG/DDG and management of the Unit's development and progress through verbal and standard written reporting requirements 	<ul style="list-style-type: none"> ● Reports submitted in accordance with the requirements under the US Treaty. ● Relevant recommendations approved and implemented ● Reports relating to vessel operation and obligations are provided in timely fashion and as required. ● Reports are accurate and easy to understand and implement. ● Reports on the Treaty implementation issues are stored electronically for easy retrieval and sharing.
<p>7. Meetings and Negotiations</p> <ul style="list-style-type: none"> ● Coordination of the meetings and annual consultations of the Parties to the US Treaty, including special meetings among Pacific Islands parties, broader cooperation talks and biennial reviews as required by the Treaty and parties ● Presentation of papers and briefings to parties and to the PIPs governing council. ● Preparation of working papers, briefing and records for meetings. ● Forward planning for meeting schedules to achieve cost effective meeting arrangements with travel bookings made in advance to secure best deals for travel tickets and hotel meeting venues 	<ul style="list-style-type: none"> ● Conferences and Meetings take place ● Successful negotiations ● Relevant information and papers submitted for conferences and meetings ● Timeliness ● Accurate records of meetings maintained ● Satisfaction of the Parties with the meeting arrangements and outcomes.
<p>8. Auditing and Quality Assurance</p> <ul style="list-style-type: none"> ● Coordination of independent audit and review reports for consideration by the Parties. 	<ul style="list-style-type: none"> ● Audit completed ● Impact assessment of Treaties and Agreements submitted.

The position is accountable for	and is successful when
<ul style="list-style-type: none"> ● Work with the Finance Unit in the preparation of financial statements of the Unit for audit purposes and assist auditors in the provision of information for audit works. ● Periodic analysis of the US Treaty and Agreements and their success or otherwise. ● Ensure that US Treaty funds are kept safely in secured banks before their distribution ● Provide support in the development and formulation of the US Treaty observer programme funding provided by the US fleet. 	<ul style="list-style-type: none"> ● Audit outcomes and findings are approved by the Parties and implemented in a timely fashion.. ● Audit reports are provided to stakeholders as required in the Treaty. ● Funds distributed to the Parties follow takes into account the Auditor's reports and findings. ● Observer programme budget is approved and paid by the US fleet in accordance with the Treaty requirements.
<p>9. Treaties financial administration.</p> <ul style="list-style-type: none"> ● Administration of Treaty finance and accounts. ● Facilitate Treaty financial transactions in liaison with Finance team in Corporate Services, including deposit of funds in established bank accounts and funds disbursement to members. ● In liaison with the Finance team facilitate preparation of financial monthly reports for Treaties, as well as other financial reports required. ● Provide support for Treaty financial audit work. ● Provision of cost estimates and support for formulation of annual (and supplementary) budget and work programme. ● Maintain list of the Team's assets and inventory. 	<ul style="list-style-type: none"> ● Best practice standards are maintained ● Accurate recording of all financial transactions and deposits of funds and disbursements are done promptly. ● Financial reports are accurate and provided in a timely manner. ● Audit reports reflect accurate financial situation of income and expenditures ● Accurate reflection of projected costs and overruns in the Annual/supplementary budget. ● Inventory list updated.

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"> ● Ensuring policies are aligned to US Treaty and Agreements, and meet PIPs' requirements ● Facilitation of negotiations and talks for the development, establishment and review of the Treaty and Agreements ● Development and implementation of the Treaties Administration Division medium and long term plans ● Implementation of the US Treaty in accordance with the Treaty provisions and other established regional requirements.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> ● Individual Parties (including the FFA Member countries) ● US Government officials ● Other Stakeholders which include vessel operators, law enforcement agencies and relevant regional and sub-regional organisations (SPC, WCPFC and PNAO). 	<ul style="list-style-type: none"> ● Providing advice and obtaining agreement on treaties and agreements ● Report on the Implementation of Treaties by Member countries ● Provide information and taking instructions and directions from the Parties for the implementation of the Treaty.

<p>Internal</p> <p>FFA Executive and Directors</p> <ul style="list-style-type: none"> ● Legal Advisor ● Staff 	<ul style="list-style-type: none"> ● Reporting on progress of implementation by Member Countries of Treaties and Agreements ● Provide and receive information on strategic direction of FFA, budgetary requirements, reporting requirements ● Provide and obtain information on matters pertaining to Treaties and Agreements ● Providing direction and instructions to staff of the Team ● Follow up on progress of annual Plan implementation.
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Level of Delegation

The jobholder:

<ul style="list-style-type: none"> ● To lead and manage the Unit in the delivery of its services to the Parties. ● To manage and administer the work of the Treaty Unit and ensure effective implementation of the responsibilities and obligations under the Treaty. ● To recommend changes for services improvement to the Parties.
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Person Specification

<p>Essential</p> <p>Qualification Masters Degree or higher in International Relations/or equivalent postgraduate qualifications in Political science plus 6 years of management experience in a multicultural setting.</p> <p>Skills and Knowledge required for performing duties of the position</p> <ol style="list-style-type: none"> 1. Demonstrated ability to effectively plan for and manage resources as well as demonstrated ability to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential) 2. Demonstrated ability to lead and encourage service related reforms for service quality improvement as it pertains to capability planning and professional development services and activities and their contribution to the achievement of the Office’s targets and outputs as set out in its corporate planning documents (Essential) 3. Demonstrated ability in undertaking policy review and research in the areas of Treaties (impact assessment, implementation and review) 4. Proven experience in providing strategic policy advice as well as in the operation and management of services and activities across multiple clients and stakeholders 5. Proven ability in written and oral communications, analytical and strategic planning, negotiation, decision making and networking skills
<p>Desirable</p> <ol style="list-style-type: none"> 1. LLB Degree or equivalent. 2. Relevant Post Graduate Diploma in political science or legal practice.

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"> ● Expert knowledge and understanding of the Treaty Unit’s contribution to the work of FFA and its operational impact in the region ● Excellent grasp and understanding of members aspirations in relation to outcomes for the region.
Advanced Level	<ul style="list-style-type: none"> ● Excellent understanding of the principles of managing treaties

	<ul style="list-style-type: none"> ● Excellent knowledge of Treaties and the implications on the work of FFA in the region ● Demonstrated knowledge in the application of Treaties' terms and conditions.
Working Knowledge Level	<ul style="list-style-type: none"> ● Managing and leading a small unit to achieve annual workplan and budget ● Financial understanding, including interpretation of financial and auditors' statements/reports.
Awareness	<ul style="list-style-type: none"> ● Awareness of the operating environment of FFA and its Member countries as it applies to Treaties. ● Understanding of Member countries aspirations. ● Knowledge of FFA's Strategic Direction.

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 the preparation for performance planning for the annual performance cycle.