



**FOURTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE  
3-7 December 2007  
Tumon, Guam, USA**

---

**STAFF ESTABLISHMENT**

---

**WCPFC4-2007-FAC1/12 Rev. 1  
30 October 2007**

**Background**

1. The staffing structure for the Commission's Secretariat was established at the Second Regular Session of the Commission (WCPFC3) at Pohnpei, Federated States of Micronesia in December 2005 (WCPFC2-2005-19). Subsequently the Commission approved the reclassification of the Observer Programme Coordinator position by Circular in 2006 as a result of the difficulty in recruiting at the original level and the Commission approved the establishment of the position of Japan Trust Fund (JTF) Coordinator in 2007 also by Circular.

**Progress and issues arising during 2007**

2. The posts of Observer Programme Coordinator, Data Entry Assistant and JTF Coordinator were recruited to in 2007 as scheduled however a second advertising campaign was needed in relation to the ICT Manager post. Following the second exercise invitations were extended to two short-listed candidates to visit Pohnpei. One declined his invitation and accepted an alternative job offer stating concerns about schooling for his children and the limited prospects for his spouse to find employment in Pohnpei as impacting on his decision. The other visited Pohnpei and, although provided with an extensive set of meetings, facility and amenity tours including of the available housing, and offered the post (at the level 7 step in grade K), the candidate declined citing that even the package linked to the top of the grade was insufficiently attractive. At the time of drafting this meeting paper other ranked candidates were being approached to determine if they maintain an interest in the post however an internet survey of the salary ranges available to ICT Managers suggests there may be ongoing difficulties in attracting a suitable candidate subject to the Commission's decisions on terms and conditions matters at WCPFC4. The Secretariat's original establishment included a Level K position of Data Administrator, however following the Corporate Data Management Strategy (CDMS) report delivered in 2006 it became clear that there was a higher priority need for a systems developer. Therefore it is proposed to change the title of the Data Administrator position to Systems Development Officer and recruit to it at salary grade J in the first instance. The revised duty statement is included in Attachment A.

## **Proposed staffing establishment in 2008 and 2009**

Proposed new positions

### *Director Technical Operations (suggested title)*

3. In light of two years operational experience it has become apparent that the Secretariat's ability to service the Commission would benefit greatly by the creation of a senior position to oversee the Secretariat's technical programme of work and deputise locally for the Executive Director when he/she is travelling. Such a position would enable the Executive Director to better undertake the required level of representational, strategic planning and liaison with key stakeholders that is not possible to the degree necessary given the work load and current staff resources. Accordingly the Committee is invited to consider the establishment of a new post immediately under that of the Executive Director at Grade M level, that its title be Director Technical Operations and that it be staffed in 2009, which infers a selection exercise that commences in the last quarter of 2008. A draft duty statement for this post is included at Attachment A.

### *Vessel Monitoring System Manager and Vessel Monitoring System Operators*

4. On the advice of the 2007 consultancy that was responsible for the drafting of the Business Plan for the Commission's Vessel Monitoring System (VMS), the Commission is invited to consider the establishment of three posts at the Secretariat to support the implementation of the VMS: a VMS Manager at a professional level and two VMS Operator positions at support staff level to provide technical support to the VMS Manager. Draft duty statements for these posts are also presented at Attachment A. It is proposed the VMS Manager position be at Grade K level and that recruitment be in the last quarter of 2008 and the VMS Operators be recruited in 2009.

### *Data Quality Officer*

5. The Second Regular Session of the Technical and Compliance Committee, 28 September to 3 October 2006 at Brisbane, Australia considered a paper prepared by the Marine Resources Assessment Group (MRAG) UK relating to the Regional Observer Programme (ROP) (WCPFC-TCC2-2006/11). The paper proposed the establishment of a post termed Data Quality Officer at the WCPFC Secretariat to assist with the orderly management of information and data that will be generated by the ROP. Proposed Terms of Reference for the position are included at Attachment A.

6. If the establishment of the proposed new posts is approved 2008 recruitment would involve on-going attempts to recruit an ICT Manager and exercises to recruit a VMS Manager (last quarter of 2008) a Treasury Assistant and a Secretary/Receptionist, the later two positions being already established at support staff level.

7. Pending approval by the Commission to establish posts not yet established, recruitment to the following posts is proposed in 2009:

- Director of Technical Operations;
- Data Quality Officer (Regional Observer Programme);
- Systems Development Officer (existing established post);
- Two VMS Operators, and
- in 2010, a Librarian/Archivist (existing established post).

8. Budgetary considerations associated with these positions have been included in the documents associated with the 2008 Work Programme and Budget and indicative budgets for 2009 and 2010 (WCPFC4-2007-FAC1/13) which will also be considered during WCPFC4. The estimated costs of the proposed new positions, in their initial full year, are: VMS Manager USD167,635 in 2009 (USD63,052 in 2008); Director Technical Operations USD248,621 in 2009; Data Quality Officer and VMS Operator(s), each USD31,055 in 2009.

9. The revised proposed Organisational Structure is presented at Attachment B. A recruitment schedule for recruiting staff to the Secretariat through until 2010, assuming no existing staff leave, is appended at Attachment C.

## **Services**

### **Background**

10. WCPFC/PrepCon/WP.7 presented a discussion of the way in which the Commission may source services relating to science and research, data management, administration of the vessel register and the provision of a Vessel Monitoring System (VMS).<sup>1</sup> Although subject to further refinement, including possible provision for the Regional Observer Programme and the Commission VMS, an indicative budget US\$1.2 million was proposed at that time for the provision of such external services.

### ***Vessel registry services***

11. As the Secretariat has limited experience managing the WCPFC Record of Fishing Vessels it is proposed that the Secretariat manage this service internally for 2008 and provide further guidance to the Commission at its 2009 meetings in relation to benefits and costs that might be associated with outsourcing this service. An issue that will require consideration in future will be the hosting arrangements for the Commission's VMS and the WCPFC Record of Fishing Vessels as dynamic linkages will need to be managed between the two systems.

### ***Science services***

12. The SPC-OFP maintained a high level of service to the Commission throughout 2007. These services focussed on the Scientific Committee, the administration of the WCPFC website and data administration. The funding to support the provision of scientific services and data administration by SPC-OFP in 2008 will be considered by WCPFC4 as part of the 2008 Work Programme and Budget, taking into account the advice of the Third Regular Session of the Scientific Committee. A review of the Commission's science function and structure has been proposed for 2008/2009.

### ***Legal services***

13. The Commission has benefited from a cost-effective outsourcing arrangement for legal services in 2006 and 2007. It is proposed that this arrangement continue in 2008. An amount of US\$45,000, covering fees, associated travel costs and communication, printing and

---

<sup>1</sup> The analysis in that paper was derived from cost estimates provided by SPC-OFP, FFA Secretariat and other service providers.

miscellaneous expenses has been included in the provisional 2008 Work Programme and Budget (Consultancies) to continue support for this service.

### **Other services**

14. It is proposed to outsource building and grounds maintenance, building cleaning and security services in 2008.

### **Recommendation/Guidance**

15. The Committee is invited to;
- i) recommend to the Commission that the proposed establishment of additional posts be approved;
  - ii) note the redesignation of the Systems Development Officer position;
  - iii) recommend to the Commission the recruitment schedule proposed; and
  - iv) note the approach to arranging advisory and other services; or provide alternative directions.

**WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION  
DRAFT DUTY STATEMENTS**

**DIRECTOR [TECHNICAL OPERATIONS]** (proposed for establishment at WCPFC4 and recruitment in 2009)

**Professional Grade: CROP Level M**

**Organizational relationships:** The Director of Technical Operations reports to the Executive Director regarding all aspects of the Commission Secretariat's technical work programme in science and compliance and technical support. He or she will have three direct reports: the ICT Manager, the Science Manager and the Technical and Compliance Manager. He/she is required to liaise with senior members of government among members and others cooperating with the Commission, as well as perform a senior management role in the Secretariat and oversight the management of service contracts.

**Key responsibilities:** The Director of Technical Operations reports to the Executive Director on all aspects of the technical work programme of the Commission. He or she provides technical and secretariat policy oversight to the Secretariat's compliance and science functions. He or she will support the Compliance Manager's responsibilities as the Secretariat's coordinator and support officer for the Technical Compliance Committee (TCC) including the consolidation and distribution of Commission's initiatives to monitor the implementation of the decisions of the Commission and conservation and management measures. He or she will support the Science Manager's responsibilities as the Secretariat's coordinator and support officer for the Scientific Committee including the administration and monitoring of scientific services that may be periodically approved by the Commission. The position will also be responsible at the management level for the delivery of outputs arranged through service delivery contacts and represent the Commission at higher level meetings where appropriate.

Duties will include to:

- Provide support to the Executive Director on all aspects of the technical work programme of the Commission;
- In association with other staff, manage and administer the work programme and budget of the technical elements of the Secretariat's technical work programme;
- oversee the management and development of the Commission's technical support, science, monitoring, control and surveillance (MCS) activities;
- establish mutually beneficial collaborative relationships with other regional and national agencies and organisations involved in fisheries in the western and central Pacific;
- Liaise with CCMs on technical aspects of the Commission's work programme;
- Provide technical assistance to CCMs on the Commission's technical programme of work, if requested;
- Support research efforts relating to new and emerging technologies and procedures that will enhance the Commission's technical work programme;
- contribute to the overall management of the Commission's Secretariat; and

- other duties as required by the Executive Director.

### ***Qualifications and Experience***

#### ***Essential:***

- Tertiary qualification in fisheries science, fisheries management or a related field;
- At least five years experience in the planning, management and operational aspects of technical programmes in fisheries;
- Extensive experience in project management and team leadership;
- broad knowledge of marine science, fisheries biology, oceanography, socio-economics, and fisheries compliance with an emphasis on oceanic pelagic fisheries, particularly tuna;
- demonstrable active international involvement in international fisheries management - preferably involving tuna; and
- experience in the formulation of fisheries management advice.

#### ***Desirable:***

- Experience in regional (multinational) fisheries management;
- communication skills in English of a high order, particularly in written and oral presentation of technical compliance advice to multicultural audiences including fishermen and policy makers;
- interpersonal skills of a high order, including demonstrated experience with supervision of technical staff and managing business relationships critical for effective fisheries management; and
- a willingness to undertake extensive travel in support of the Commission's work.

**VESSEL MONITORING SYSTEM MANAGER (VMSM)** (proposed for establishment in 2008 and recruitment in the last quarter of 2008)

**Professional Grade: CROP Level K**

Reports to: Compliance Manager regarding Commission VMS matters

Key responsibilities: The VMS Manager provides oversight and management of all aspects of the Commission Vessel Monitoring System. He/she provides oversight of the process to obtain quality technical advice from satellite and Internet service providers, contractors, and conveys that advice to the Compliance Manager.

Duties will include:

- oversee the operations of the Commission Vessel Monitoring System (VMS) including operation of the WCPFC Record of Fishing Vessels;
- liaise closely with the VMS Manager at the FFA Secretariat on matters relating to Commission VMS data and its transmission to the Commission Secretariat;
- oversee the requirements of the Commission VMS and provide advice to the Executive Director on the effective utilisation of the Commission VMS to support core activities at the Commission Secretariat;
- manage the day-to-day operations of the Commission Secretariat's satellite network and associated equipment at a level required to support the Commission VMS;
- manage and contribute to the design and implementation of relevant training programmes relating to Commission VMS systems for the benefit of Commission Secretariat staff;
- collaborate with relevant Commission Secretariat staff and the FFA Secretariat to test new aspects of the Commission VMS; and
- undertake other duties as directed.

**Qualifications and Experience**

**Essential:**

- Appropriate tertiary qualifications in computing or data communications;
- At least five years experience in data communications, satellite technology and related areas;
- At least two years experience with vessel monitoring systems, preferably with an RFMO;
- Experience with MS Windows, Linux, computer networking and GIS applications.

**Desirable:**

- Extensive practical experience in the use of serial devices and TCP/IP communications;
- Knowledge of, and practical experience in, the design, maintenance and use of Internet services;
- working experience in the installation and use of satellite-based location monitoring equipment; and
- database administration skills.

**VESSEL MONITORING SYSTEM OPERATIONS OFFICER (VMSOO)** (proposed for establishment in 2008 and recruitment in 2009)

**Level**                      **Support Staff**

Reports to:                      VMS Manager regarding Commission VMS operations

Key responsibilities:        The VMS Operations Officer is responsible for the day-to-day operation of the Commission Vessel Monitoring System. He/she maintains the Commission VMS, monitors its state and provides regular reports to the VMS Manager on these matters.

Duties will include:

- monitor the day-to-day operations of the Commission Vessel Monitoring System (VMS);
- liaise closely with the ICT Manager at the Commission Secretariat on technical matters relating to the operation of the Commission VMS;
- liaise with the Administrative Assistant Data Entry on matters relating to the WCPFC Record of Fishing Vessels' link to the Commission VMS;
- act as a point of contact for all CCM-related Commission VMS inquiries and for dissemination of relevant information such as Commission VMS Guides and related material;
- undertake other duties as directed.

**Qualifications and Experience**

**Essential:**

- Appropriate qualifications in computing or data communications;
- At least two years experience in data communications, satellite technology and related areas;
- Very good oral and written English communication skills;
- Excellent inter-personal skills.

**Desirable:**

- practical experience in the use of TCP/IP communications;
- Knowledge of, and practical experience in, the maintenance and use of Internet services;
- working experience in the installation and use of satellite-based location monitoring equipment; and
- demonstrated ability to work unsupervised.



**REGIONAL OBSERVER PROGRAMME OBSERVER DATA QUALITY OFFICER**  
(proposed for establishment in 2008 and recruitment in 2009)

**Professional Grade: Level “Support”**

Reports to: Observer Programme Coordinator (OPC)

Key responsibilities: The Data Quality Officer is responsible for the day-to-day administration and checking for quality of the Commission ROP data collection. He/she maintains the Commission ROP data collection, monitors its quality and provides regular reports to the OPC on these matters.

**Duties will include:**

- Under the supervision of the Observer Programme Coordinator, (OPC) input current and historical data relating to Regional Observer Programme
- Carefully verify and check for quality all data entries made at the time of input.
- Monitor the day-to-day operations of the ROP data collection;
- Liaise closely with the Commission ICT Manager on technical matters and communicate regularly with the Commission data provider on observer data matters.
- liaise with the Data Entry Assistant on matters relating to the WCPFC Record of Fishing Vessels’ where required;
- Act as a point of contact for all CCM-related Commission ROP data inquiries and for dissemination of relevant information such as Commission ROP data workbooks and guides
- Review ROP data entries at the end of each working week and report the number of entries made to the OPC
- Undertake other duties as directed.

**Qualifications and Experience**

**Essential:**

- Appropriate qualifications in computing or data communications;
- Experience in data communications, data base entry and related areas;
- Sound experience in clerical, filing, or equivalent office administration duties
- Very good oral and written English communication skills;
- Excellent inter-personal skills.
- Absolute discretion in the handling of confidential information.

**Desirable:**

- Knowledge of observer programmes and fishery related matters
- Working experience in the maintenance of quality fisheries data.
- Enthusiasm to participate in training programmes
- demonstrated ability to work unsupervised.

## **SYSTEMS DEVELOPER**

### **Professional Grade: CROP Level J/K**

#### **The Systems Developer will take responsibility for:**

- Oversee the procurement, installation, deployment and maintenance of the first phase of the information system
- Install server based operating systems that enable users to share files and resources, access internet and mail
- Install and maintain systems that allow staff on travel to access resources at the headquarters and in particular mail
- Setup appropriate internal and external security for the information system
- Liaise with local and regional equipment and service providers and oversee tenders and contracts where appropriate

#### **Required Qualifications and Experience:**

- Establishing and maintaining small to medium networked business systems that use Microsoft products in general and MS Small Business Systems in particular
- Establishing and maintaining RDBMS in general and MS SQL Server in particular
- Establishing and maintaining internal and external web servers
- Establishing and maintaining internal and external security systems

PROPOSED SECRETARIAT STAFFING CHART (2008-)



