



**SIXTH REGULAR SESSION**  
**FINANCE AND ADMINISTRATION COMMITTEE**  
**Third Session**  
Papeete, French Polynesia  
6 - 11 December 2009

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**STAFF ESTABLISHMENT AND RECRUITMENT**

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**WCPFC6-2009-FAC3/11**  
**15 November 2009**

**Prepared by the Secretariat**

**Introduction**

1. The purpose of this paper is set out a proposed Secretariat staffing plan for the budget period 2010 to 2012 based on the established staff structure and advise on staff movements during 2009. The existing staff structure is set out in Attachment A.

**Developments during 2009**

*Staff departures*

2. The Executive Director and Compliance Manager both gave notice during 2009 of their intention to leave the Commission in early 2010.
- The Compliance Manager, Andrew Richards, will complete his four year contract and not seek a renewal for a second term; and
  - The Executive Director, Andrew Wright, has resigned with effect from 27 February 2010.

*Staff recruitment/retention*

3. As a result of an extensive recruitment exercise Mr Peter Flewwelling of Canada will take up a four year appointment as Compliance Manager in February 2010.
4. The FAC will separately consider the process and procedures for the appointment of a new Executive Director at FAC agenda item 6.3 together with WCPFC6-2009-FAC3/12: Executive Director Appointments – Draft Selection Process and Procedures.
5. As foreshadowed in WCPFC5-2008-FAC2/11, the VMS Manager appointed in 2008 took up his position in January 2009. In addition appointments were made to the two VMS Operator positions and to the position of Secretary/Receptionist.
6. The incumbent Science Manager and Finance and Administration Officer have each been reappointed for a further four years. These positions will require advertisement when next vacant or at the end of the renewal periods.

**Proposed recruitment to new positions in 2010, 2011 and 2012**

7. Subject to the budget approval process it is proposed to recruit to the established but as yet unfilled positions listed below. All these positions have endorsed duty statements/terms of reference except for the Compliance Officer position which was established during the latter part of WCPFC5 as a result of a

proposal from CCMs during the final period of the Session. The proposed duty statement for the Compliance Officer is at Attachment B.

### **2010**

- *Data Quality Officer (Support staff level);*
- *Network Administrator (Professional level J);*
- *Compliance Officer (Support staff level); and*
- *Treasury Assistant (Support staff level).*

### **2011/2012**

- *Director – Technical Operations (Professional Level M).* The Second Session of the FAC (Busan, Republic of Korea, 8 – 12 December 2008) in its recommendations to WCPFC5 advised that staffing of the position of Director – Technical Operations is not anticipated to occur before 2011, subject to the availability of funding (paragraph 12 FAC2 Summary Report)<sup>1</sup>. The indicative budget (WCPFC6-2009-FAC3/13) for this post anticipates funding approval to support the post from January 2012.

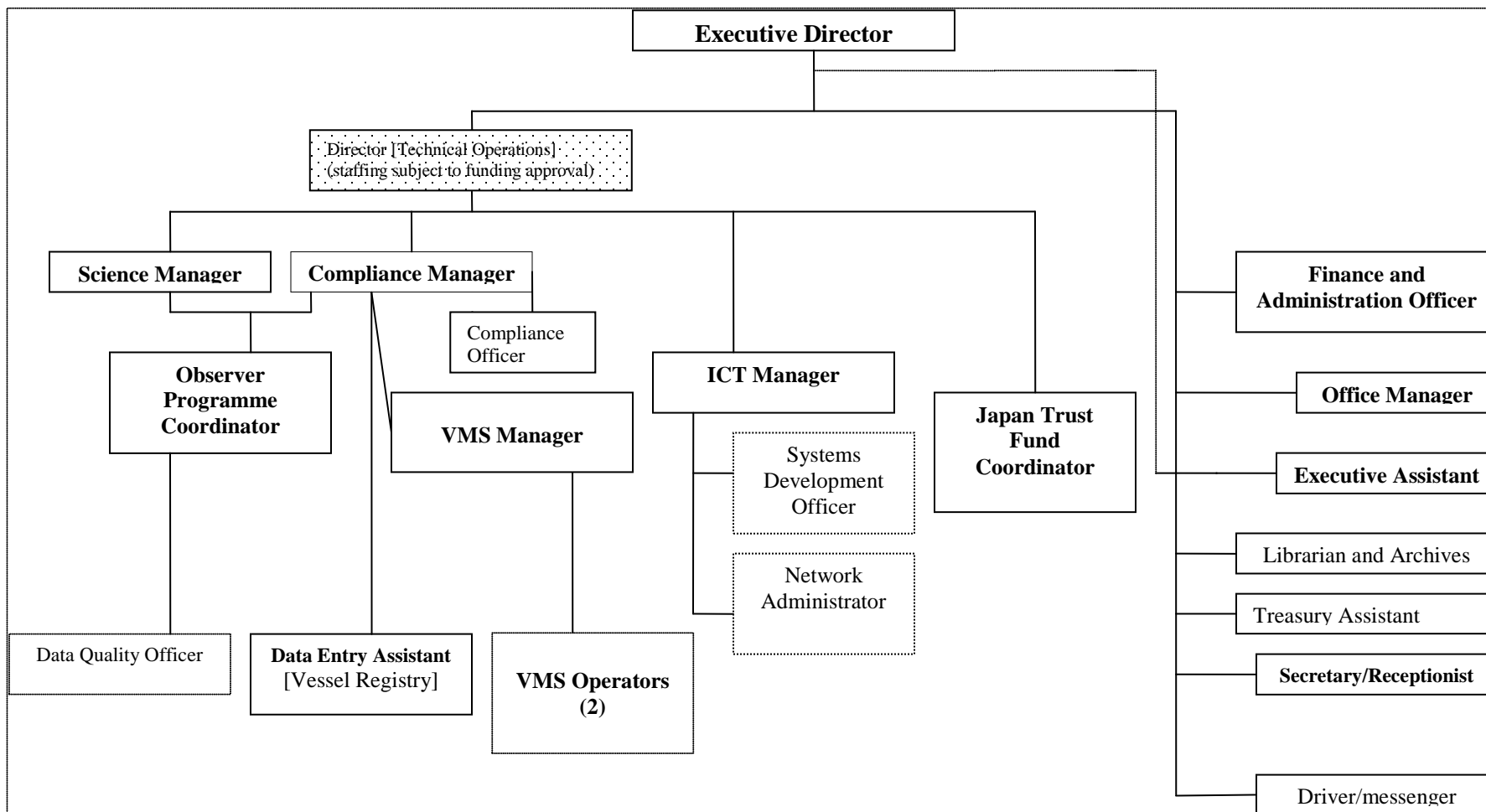
### **2012**

- *Librarian/Archivist (Support staff level)*

8. Budgetary considerations associated with these positions have been included in the proposed budget for 2010 and the indicative budgets for 2011 and 2012 (WCPFC6-2009-FAC3/13) which will also be considered during WCPFC6.

### **Recommendation/Guidance**

10. The Committee is invited to;
  - i) Recommend to the Commission the recruitment schedule proposed above and depicted in Attachment C; and
  - ii) Endorse the terms of reference for the Compliance Officer position; or
  - iii) Provide alternative direction.



ORGANISATIONAL CHART

**Bold = staffed.**

**COMPLIANCE OFFICER  
TERMS OF REFERENCE**

**Professional Grade: Level “Support”**

Reports to: Compliance Manager (CM)

Key Responsibilities: The Compliance Officer is responsible for overseeing compliance by CCMs with the Commission’s Conservation and Management Measures (CMMs), and other Commission decisions. He/she monitors information flows to and from the Commission’s Information Management System (IMS) and provides regular reports to the CM on data holdings.

**Duties will include:**

- under the supervision of the CM, monitor responses by CCMs to data requirements stipulated in CMMs and other Commission decisions;
- carefully check the content and date of all CCMs’ data submissions, and provide the CM with regular reports as required;
- liaise closely with the ICT Manager on technical matters relating to the IMS and communicate regularly with the Commission’s Data Services Provider on matters relating to CCM data submission content;
- liaise with other Secretariat staff responsible for related MCS functions, and service providers, as appropriate, regarding CCMs’ data submissions;
- act as a point of contact for all CCM-related compliance reporting, information management and data administration matters;
- undertake other duties as directed.

**Qualifications and Experience**

**Essential:**

- Basic qualifications in computing.
- Experience in computer database administration and related areas.
- Sound experience in computer-based 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:**

- Working experience in the maintenance of fisheries-related information.
- Enthusiasm to participate in training programmes.
- Demonstrated ability to work unsupervised.

**Recruitment schedule**

<b>Post</b>	<b>Designation</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Executive Director	ED Level			
Director [Technical Operations]	M			
Compliance Manager	L			
Science Manager	L			
Finance & Administration Officer	L			
Observer Program Coordinator	K			
Japan Trust Fund Coordinator	K			
ICT Manager	K			
VMS Manager	K			
Network Administrator	J			
Systems Development Officer	J/K			
Data Quality Officer	Support			
VMS Operations Officer #1	Support			
VMS Operations Officer #2	Support			
Data Entry Assistant	Support			
Compliance Officer	Support			
Executive Assistant	Support			
Office Manager	Support			
Secretary/Receptionist	Support			
Treasury Assistant	Support			
Librarian/Archivist	Support			
Driver/Messenger	Support			

**Current appointments**

<b>Post</b>	<b>Name</b>	<b>Nationality</b>	<b>Contract expiry</b>
Executive Director	Andrew Wright	Australia	Feb. 2010
Compliance Manager	Andrew Richards	PNG	Feb. 2010
Compliance Manager	Peter Flewwelling	Canada	Jan. 2014
Science Manager	SungKwon Soh	Korea	Mar. 2014
Finance & Administration Officer	Ken Smithson	Australia	Mar. 2014
Japan Trust Fund Coordinator	Ziro Suzuki	Japan	June 2011
ICT Manager	Sam Taufao	Samoa	July 2012
Observer Program Coordinator	Karl Staisch	Australia	Mar. 2011
VMS Manager	Albert Carlot	Vanuatu	Jan. 2013
Executive Assistant	Lucille Martinez	FSM	April 2011
VMS Operations Officer	Milo Abello	FSM	April 2013
VMS Operations Officer	Julio Mendez	FSM	July 2013
Data Entry Assistant	Glenn Jano	FSM	May 2011
Secretary/Receptionist	Mercy Ringlen	FSM	Oct. 2013
Office Manager	Herolyn Movick	FSM	April 2011