

## POSITION DESCRIPTION

### COMPLIANCE MANAGER

*Secretariat*

#### 1. Nature of Duties

##### *1.1. Broad Job description*

The Compliance Manager is responsible for ensuring that the monitoring, compliance and surveillance needs of the Commission are delivered.

In particular, the Compliance Manager assists the Compliance and Technical Committee (CTC) in its functions as per Article 11 of the [SPRFMO Convention](#) to:

- monitor and review the implementation of, and compliance with, SPRFMO Conservation and Management Measures (CMMs);
- provide other information, technical advice and recommendations relating to the implementation of, and compliance with, CMMs (both adopted and under consideration); and
- review the implementation of cooperative measures for monitoring, control and surveillance and enforcement and provide advice and recommendations.

The Compliance Manager:

- provides support to Members and Cooperating Non-Contracting Parties (CNCs) in the implementation of CMMs adopted by the Commission;
- analyses data collected and exchanged through these CMMs;
- manages the Commission VMS and requests for data and support;
- oversees the Secretariat's duties pertaining to in-port and at-sea Inspections;
- monitors compliance with transshipment obligations;
- supports the implementation of the Observer Programme and compliance with observer coverage targets;
- leads Secretariat engagement on compliance matters with external bodies and partners e.g. RFMOs, IGOs; and
- oversees relevant elements of the SPRFMO website, e.g. IUU Vessel List, Designated Ports and contacts, Port Inspections, Boarding and Inspection information, Implementation report questionnaire and annual Member reports.

The Compliance Manager reports to the Executive Secretary, working in close cooperation with the Data Manager and the Chairperson of the Compliance and Technical Committee (CTC).

The duties require occasional travel to participate in annual SPRFMO meetings, CTC working group meetings, other approved compliance related meetings (e.g., IGO, NGO), and to respond to SPRFMO Member and CNCP requests as required.

## *1.2. Key functions*

1. Leading the compliance work of the SPRFMO Secretariat, providing support to the CTC Chairperson and guidance and technical support to the SPRFMO staff and Members on compliance matters;
2. Leading the compliance related work approved by the Commission, particularly as:
  - i. VMS Administrator implementing security measures for the access to VMS data, managing the technical aspects of the VMS, reporting on the functioning and the information received by the VMS, and responding to requests for information and support;
  - ii. Prepare the annual Implementation Report Questionnaire Template to facilitate reporting by Members and CNCPS on their implementation of the relevant CMMs;
  - iii. Draft the annual Compliance Report assessing compliance by Members/CNCPS with their obligations under the SPRFMO Convention and CMMs and identifying areas in which technical assistance or capacity building may be needed and recognising aspects of CMMs which may require improvement or amendment to facilitate their implementation.
3. Managing contracts and contractors of compliance related service providers, and from time to time supervising interns and secondees.
4. Evaluate and analyse data from SPRFMO and other information resources to support the delivery of compliance related programs, projects, products and reports;
5. Prepare follow-up documents to address shortcomings or non-compliances, monitor and evaluate corrective measures implemented by SPRFMO Members;
6. Draft reports and prepare documents to communicate the results of compliance related work;
7. Analyses global and SPRFMO Members' requirements and technical developments to provide critical input into the Secretariat work supporting budgets and/or resourcing strategies;
8. Advises the Executive Secretary on all compliance related matters;
9. Attends and supports CTC and other approved compliance related meetings;
10. Liaises with the SPRFMO Data Manager to ensure the timely availability of data required for compliance processes;
11. Liaises with the SPRFMO Science Manager on the Observer Programme progress towards the objectives of CMM16 and the analysis of the Observer data;
12. Enhances the SPRFMO Secretariat's reputation through effective leadership, evolving process improvements and using innovative approaches to meeting fisheries compliance outputs;
13. Communicates compliance related matters to SPRFMO Members, CNCPS and externally, through presentations at conferences, seminars, workshops, etc.
14. Maintains domestic and international situational awareness of fisheries compliance and fisheries management environments and trends.
15. Builds and maintains international compliance networks e.g. with Compliance officials in other relevant RFMOs and IGOs.

## 2. Eligibility

Any discrimination based on any grounds such as sex, race, colour, ethnic or social origin, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation is prohibited.

### *2.1. Minimum Requirements*

1. Qualifications: University degree. Ideally in a relevant field, such as, but not exclusively, international fisheries governance, fisheries management, marine sciences, maritime affairs or law, criminology, regulatory compliance, environmental science, oceanography.
2. Experience: Minimum 10 years' full-time professional experience, of which at least 5 years in a field related to the duties described above. The professional experience may have been gained, for example, in the national and/or regional administrations, international organisations and/or bodies, academia, research institutes, industry, non-governmental organisations or as a self-employed activity.
3. Communication skills: Excellent interpersonal and written and oral English communication skills, tailored to a range of audiences, from specialised to non-technical and non-native English speakers.
4. Computer skills: Significant proficiency in the use of Microsoft office suite of tools (including Word, Excel, PowerPoint, Outlook). Ability to use computer tools/programmes to collate, evaluate and analyse data from multiple information sources.
5. Teamwork and time management: The ability to multitask and deliver on time under pressure, while working flexibly and supportively in a small team environment.

### *2.2. Desirable Requirements*

1. Relevant post-graduate qualification or advanced university degree.
2. Proficiency in an official language of a SPRFMO Member.
3. Experience working in the field of fisheries compliance, including operational and/or policy roles.
4. Experience managing satellite vessel tracking and monitoring systems.
5. Experience in regional (international/multi-national) fisheries management and/or fisheries compliance.
6. Experience in contract, budget management, and/or financial administration.
7. Experience in the use of advanced computer analytical tools/programmes suitable for Big Data Analytics, preferably in a fisheries context.
8. Working knowledge of the development and application of RFMO regulatory frameworks (e.g., Conservation and Management Measures) including the fisheries interests, objectives, and characteristics of individual Compliance Monitoring Schemes.
9. Knowledge of, and familiarity with, the compliance tools and methods used in RFMOs or RFBs.

## 3. Selection process

In order to assess and compare objectively and impartially their qualifications, professional experience and knowledge of languages, shortlisted candidates will be invited for an interview in English.

The SPRFMO Executive Secretary will carry out the selection based on the qualifications and professional experience of the candidates.

The Executive Secretary reserves the right of not making a job offer to anyone if the applicants are not considered suitable.

## 4. Type and Duration of Contract

### 4.1. General Terms

The successful candidate will be offered a five-year contract, with the possibility of further appointment, unless otherwise decided by the Commission.

The position is based in Wellington, New Zealand and the successful candidate is required to relocate to the Wellington region.

It is desirable to commence the appointment during May or June subject to mutual agreement.

An offer of Appointment will be provided to the successful candidate. The appointment will be subject to the SPRFMO Staff Regulations applicable to the Professional Category (see Staff Regulation 5).

The duties and responsibilities will be those in Section 1 Nature of Duties.

### 4.2. Salary

SPRFMO will provide a salary equivalent to a P3-Step 1 of the Salary scale for the United Nations Professional Category. The Secretariat levies from all staff salaries a Staff Assessment which is at the UN rate. See [ICSC: UN Compensation Package Portal](#).

Staff subject to national income tax are reimbursed tax paid on their salary where the direct costs of reimbursement are paid by the employee's home country, or the Staff Assessment is otherwise not levied (Staff Regulation 6.5).

### 4.3. Leave and Benefits

Details regarding dependants allowance, rental subsidy, relocation expenses, annual leave, holidays and sick leave entitlements are detailed in the [Staff Regulations](#) and [UN Salaries and Allowances Booklet](#). They include entitlements to paid annual leave at the rate of two and half workdays per month (30 days per year), the 12 public holidays recognised for Wellington, as well as 10 paid days of annual sick leave.

The Commission shall pay two-thirds of the proven cost of medical insurance cover for employees and their dependants (including spouse), and life and disability insurance cover for employees; and pay two-thirds of the total contributions to a retirement fund, up to the maximum percentage applying from time to time in the United Nations Secretariat.

### 4.4. Other stipulations

Flexibility of working hours and occasional international travel is required.

The successful candidate will be required to provide a satisfactory police criminal record check and undergo medical examination prior to appointment, in order to ascertain whether he/she is able to perform the full range of duties.

The acquiring of medical insurance is mandatory for internationally recruited staff who are not eligible for coverage from New Zealand's public health system.