

POSITION DESCRIPTION

National Fisheries Authority

AM3616 - Executive Manager Licensing & Data Management

The Executive Manager, Licensing & Data Management (LDM) reports to the Deputy Managing Director, Fisheries Management Technical & Operations.

Key Responsibilities:

- Manage the licensing, data and records management functions and associated programs, projects, activities and outputs
- Oversee the effective administration of the licensing and vessel register systems and undertake external consultation with national and regional agencies and organizations in regard to information and data management systems
- Maintain a register of domestic and foreign fishing vessels licensed to fish in waters of Papua New Guinea and to maintain a system for efficient implementation of licensing provisions of the Act and related legislation
- Processing of license applications and providing advisory support to the Senior Management Committee on matters relating to fishing licenses and other Fisheries Management licenses.

Key Accountabilities:

- Maintain a register of domestic and foreign fishing vessels licensed to fish in waters of Papua New Guinea
- Maintain an updated record of vessel movement reporting within and out of the zone to ensure compliance with the vessel reporting requirements of the Fisheries Act
- Maintain a system for efficient implementation of licensing provisions of the Act and related legislation
- Process license applications, prepare license documentation and provide support services to the senior management committee and Board on matters relating to fishing licenses and all other licenses related to fishing
- Oversee effective administration of the licensing and vessel register systems
- Contribute to ensuring effective cost recovery mechanisms for all revenues derived from the Fishing Industry for access to fish resource, provide regular advice to the Senior Management Committee and Board on compliance with licensed conditions by fishing vessels, particularly compliance with reporting requirements.

Expected Competencies

- Degree in Fisheries Science, Fisheries Management, Economics or a related field
- 10 years' management experience in fisheries science, research, licensing requirements, preferably in fisheries management
- Minimum of 5 years' experience at a senior level in fisheries information systems management with at least 2 years' experience within a fisheries or resource management context
- Proven technical experience in fisheries information management and information systems as well as a well-developed understanding of fisheries information and data management
- Well-developed understanding of the Fisheries Management Act 1998 and government objectives and policies; as well as a good understanding of national fisheries issues, fisheries law and regulatory processes.
- Demonstrated experience in budgeting, financial management and reporting
- Experience in project planning and management
- Clear understanding of information needs for fishery and marine resource management planning and an informed position as to available sources of information
- Clear understanding of the information relationships which can be applied to monitoring the impact of fishery activity on fish stocks and marine resources

- Excellent oral and written communication and report writing skills, with high level presentation skills (particularly the presentation of diagrammatic information using graphs and charts)
- Demonstrated leadership capabilities with excellent people management skills
- Advanced Computer literacy skills including skills in database management and information packaging.

Applications close cob Friday 26th January 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview