

## **POSITION DESCRIPTION**

National Fisheries Authority

### **AM6029 - Executive Manager - Audit, Certification & Catch Documentation**

The **National Fisheries Authority (NFA)** is a non-commercial Statutory Authority established under the Fisheries Management Act 1998 on 1st January 2001.

NFA is responsible for the sustainable management and facilitation of fisheries resources development in Papua New Guinea with an aim to maximise economic benefits to the stakeholders.

The Authority is **inviting exceptional candidates** to apply for this Executive Management position:

#### **EXECUTIVE MANAGER – (ACCD) AUDIT, CERTIFICATION & CATCH DOCUMENTATION**

The EMACCD is responsible to the Directorate for the provision of effective systems for monitoring performance and quality standards for fishery products and for the certification of fishery products. He/she will ensure that NFA or an appropriate agency, coordinate the effective provision of export standards and certification in accordance with international and national fish quality standards and appropriate fish pricing methods so that seafood exporters understand and comply with the principles of HACCP to ensure ongoing compliance with requirements of entry to the European Market.

#### **Key Responsibilities:**

- Coordinate the effective provision of export standards and certification in accordance with international and national quality standards and appropriate fish pricing methods
- Promote and sustain audit and inspection functions appropriate to the management of national standards and export documentation requirements
- Provide systems and services for inspection/auditing and clarification (certification?) of vessel and land based fish handling processing and storage facilities for fish and fish products to ensure they reach appropriate national and international standards
- Ensure the provision of services for physical, chemical and microbiological analysis of fish and fish products to ensure product quality standards
- Approve export certificates in respect of compliance with food safety standards and other export regulations
- Facilitate the adequate monitoring and control systems are in place in relation to export labeling requirements
- Ensure a capacity to undertake routine check ups and inspections at waterfront, airports, premises and follow up of reported breaches of regulations or standards
- Ensure a capacity to monitor inter-port movement of seafood products between provinces
- Monitor the performance of seafood processing plants in regard to hygiene and quality standards and in managing instances of product spoilage
- Ensure assistance is available to seafood processing plants in the formulation and implementation of HACCP plans
- Ensure a capacity to provide food safety/quality awareness and information through exchange of educational materials, workshops, meetings and in-service training to address problem areas for a better understanding
- Provide effective management of a team of fish plant auditors, ensuring that auditing standards are maintained and are applied consistently.

#### **Expected Competencies:**

- Degree or diploma in food or seafood technology
- Minimum of 5 years' experience in operational fisheries management
- At least 3 years' experience in an inspection or quality management function

- Preference for commercial experience in food or seafood processing environment. At least 2 years in a position responsible for supervising and organizing a work team
- Proven integrity in all matters requiring interaction with the public and with fisheries interest groups and commercial operators
- Technical expertise and experience in seafood product certification systems and production standards
- Sound knowledge of international certification standards such as HACCP
- Proven capacity in seafood technology relating to quality management, spoilage, hygiene, certification, labeling, and export and import standards and systems.

An attractive remuneration package commensurate with qualifications and experience is on offer for the right candidate.

### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

**A full Position Description is available for each position and can be requested from our office. Applicants are encouraged to obtain this prior to applying.**

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 19<sup>th</sup> August 2022**

**Only shortlisted candidates will be contacted**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) 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**