

## **POSITION DESCRIPTION**

FIMS INC.

### **AM4098 - Chief Executive Officer**

The Parties to the Nauru Agreement (PNA) are the Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau, Papua New Guinea, Solomon Islands and Tuvalu plus Tokelau that provides a framework for co-operation in the management and conservation of shared tuna stocks.

The PNA Office was established in January 2010 with its Headquarters in Majuro, Marshall Islands and PNA now controls the world's largest sustainable tuna purse seine fishery.

FIMS Inc. is owned by the Parties to the Nauru Agreement (PNA) and is an international software development and information management company providing services to the fisheries sector. The company FIMS Inc is incorporated under Republic of Marshall Islands (RMI) law and is based in Majuro.

FIMS Inc. is governed by an independent board of directors appointed by its shareholders.

FIMS Inc. develops and manages a suite of integrated web-based software programmes known as the Fisheries Information Management System. FIMS enables fisheries managers and the fishing industry to capture and analyse data to support the sustainable economic development of fisheries resources.

**FIMS Inc (FIMS)** is now seeking to recruit a **Chief Executive Officer (CEO)** based in Majuro, Marshall Islands. Reporting to the Chair of the FIMS Inc Board, the CEO will be responsible for providing strategic leadership, planning, and operational management of both the FIMS organisation and the Fisheries Information Management System.

The CEO will also be involved in developing productive working relationship with FIMS clients and stakeholders and seeking out new opportunities to promote and enhance FIMS.

#### **In addition, the CEO is responsible for:**

- Annually develop a rolling 3-year FIMS business plan and associated budget
- Implement Board approved business plan within approved financial limits
- Develop and implement FIMS organisational staff, financial, information, and other relevant policies, systems, and processes
- Recruit, lead, and manage staff and contractors
- Manage all facets of FIMS including finances, information and including risk management
- Ensure FIMS maintains a world class fisheries information management system
- Contribute and oversee the ongoing development, delivery and review of FIMS to ensure its purpose and objectives are achieved
- Lead and contribute to the governance of information to ensure proper quality, security, integrity, confidentiality and access for its clients
- Provide advice and analysis on the effectiveness of training programs to users,
- Promote and market FIMS to new and prospective clients to increase income and maintain FIMS world class standing in information management

#### **Essential Competencies and Experience:**

- Tertiary qualifications in one of the following areas of Information Management, Business Administration, Commerce, Accounting, or Economics
- Minimum of 10 years proven experience in leadership, financial management, human resource management, and administration
- Proven experience in program and project management

- Proven experience in client / customer management
- Experience in information management would be desirable
- Experience in the fisheries sector would be an advantage

**Personal attributes:**

- A Well organised self-starter that enjoys the confidence of the people they work with
- A people person – respects and works collaboratively with people
- Excellent communicator
- Highly professional and operates in an ethical manner
- Has attention to detail.

It is the stated preference of the Parties to appoint a citizen from one of the eight PNA countries or Tokelau, however, the position is merit based and other citizens may apply.

**APPLY NOW**

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

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees.

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

**Applications close COB Friday 1<sup>st</sup> October 2021**

Incomplete and late applications may be deemed invalid and excluded from further consideration.

**Only shortlisted applicants 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**