

CANDIDATE BRIEF:

Operations Coordinator – March 2024



Fisheries intelligence,
analysis & capacity building
to combat illegal fishing

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Welcome

Thank you for your interest in becoming TMT's first Operational Coordinator.

TMT is a small but highly active international not-for-profit organisation, a Stiftelse in our headquarters country Norway. In 2023 we celebrated 10 years since the organisation was first established.

TMT was founded to provide national fisheries authorities and international organisations with fisheries intelligence, analysis, and capacity building, targeting a reduction of illegal fishing and broader improvements in ocean governance, and this continues to be our core approach today.

For many coastal States in the Global South, and particularly in Africa where most of our work takes place, there is a large gap in the capacities of government fisheries enforcement agencies to be able to identify where and how illegal fishing may be taking place, and to take well informed actions against these fishing operations. This has hugely negative impacts on local livelihoods, food security, and marine species and environments in some of the most vulnerable countries in the world.

We aim to fill that gap by working closely with those governments to provide them with the information, the tools, and the training they need. Over the past decade we have built the relationships, methodologies, skillsets, and tools needed to effectively achieve our mission, and today TMT is internationally recognised for our intelligence-related capabilities, our fisheries analytical team, our tools, our regional and national inter-agency cooperation models, our training methods, and our trust-based and close technical working relationships with key States and non-State actors.

This progress has led to an increase in the number of countries and partners we work with, and this growth has led to the implementation of a new programme-led approach to our work. This in turn requires an operational support structure, leading to the introduction of this new Operational Coordinator role.

This is an exciting time to join TMT. The Operational Coordinator role will be central to the success of TMT's programmes and our next phase of work and growth. The successful candidate will provide a crucial supporting role to our highly experienced, effective, and motivated team, and will have the opportunity to contribute to making a real difference on one of the most crucial issues facing our seas and oceans today.

I hope you are motivated to continue reading this candidate brief and feel inspired to apply. We are excited to have a new Operational Coordinator on board!



Duncan Copeland
Executive Director

About us

TMT is a not-for-profit organisation that was established in 2013 with the express purpose of collaborating with and assisting countries that have capacity and resource gaps to adequately identify, analyse and apply fisheries intelligence in their fisheries monitoring, control, surveillance, and enforcement (MCSE) operations. TMT collaborates with and provides intelligence, analysis, and capacity development support to governments and international organisations, in support of fisheries MCSE actions and broader improvements in fisheries governance. While we work with governments and organisations worldwide, particular focus is on targeting illegal fishing and associated crime in and near African waters and working with African coastal States.

Our operations focus on collaborating with fisheries enforcement agencies and other relevant international partners. We conduct professional information gathering and analysis on illegal fishing and associated corruption, document and vessel identity fraud, fish laundering, labour abuse and other violations of relevant laws. We then provide results and recommendations to enforcement agencies and networks to enable the tracking and prosecution of the vessels and operators involved in these illegal fishing activities and related fisheries crimes.

We also strengthen partner countries with capacity development through workshops, on the job training and mentoring – with a particular focus on developing the information channels, skills, and processes to effectively access and use fisheries intelligence. National and regional cooperation are crucial to these processes, and by supporting regional cooperation between countries, and inter-agency cooperation within countries, TMT helps to improve information sharing and collaboration to tackle fisheries crime.

By providing key information, training and guidance TMT can work with countries to take concrete actions to combat illegal fishing, which in turn acts as a significant deterrent to those wanting to engage in these activities. To support these efforts, TMT has developed and utilises cutting-edge tools. These include FACT - Fisheries Analytical Capacity Tool - a bespoke fisheries intelligence database and information tool, built with the express purpose of capturing and analysing the identities, operations, and risk profiles of the global distant water fishing fleets and the companies that operate them.

We call our approach the 'inside-out' model, in that we are working in close partnership with the relevant government agencies of our partner countries in a technical assistance role. Our intelligence and analysis are provided to inform partner country fisheries MCSE planning, risk assessment, and operations, and our training programmes are hands on and take a 'learning by doing' approach. We do not run advocacy or media campaigns. Ultimately fisheries enforcement can only be done by government enforcement agencies themselves, and TMT therefore focuses on building the mechanisms and trust-based relationships to enable us to provide technical assistance, where it is needed most.

Our small, diverse, and excellent team come from a range of professional backgrounds and experiences, and originate from 10 different countries. While TMT's head office is in Oslo, Norway, we also have offices in London in the UK, and Tema in Ghana, and individual staff work from other locations in Norway as well as from Belgium, Botswana, and Canada. Further recruitments for other locations, particularly in Africa, are in the works. The working language of TMT is English, but each day you will hear French and Norwegian commonly spoken, and several other language capabilities form a core part of our approach. Key communication and cooperation structures have been put in place to ensure that such a diversity of locations and people work effectively together, but the most important factor is that we have built a team that are very good at what they do, have a high level of respect for each other, and enjoy working together.

For more information, please see www.tm-tracking.org

Vision

Well-managed fisheries contributing to ocean health, food security, human rights, and robust ocean governance.

Mission

To collaborate with and assist States, inter-governmental organisations, and non-State actors to reduce illegal fishing and associated crimes.

Purpose

The purpose of TMT is to contribute to the reduction of illegal fishing and associated crimes. TMT will proactively identify, collect, and provide high quality fisheries intelligence, analysis, and research on organized illegal fishing and associated crimes. To achieve this, TMT will:

- 1) Prioritise maintaining a trusted and expert reputation as the source of reliable, secure, accurate and current information and analysis on industrial fisheries operations to national and international fisheries and related crimes law enforcement agencies.
- 2) Collaborate with and assist national and international enforcement efforts through targeted capacity building efforts, and relevant MCSE technical support.
- 3) Develop tools and methodologies to assist in strengthening national, regional, and international enforcement efforts.
- 4) Inform and encourage national and international stakeholders to take broader actions to counter illegal fisheries operations through the provision of relevant information, evidence, and case studies.

Values

TMT's core values are trust, accountability, and rule of the law.



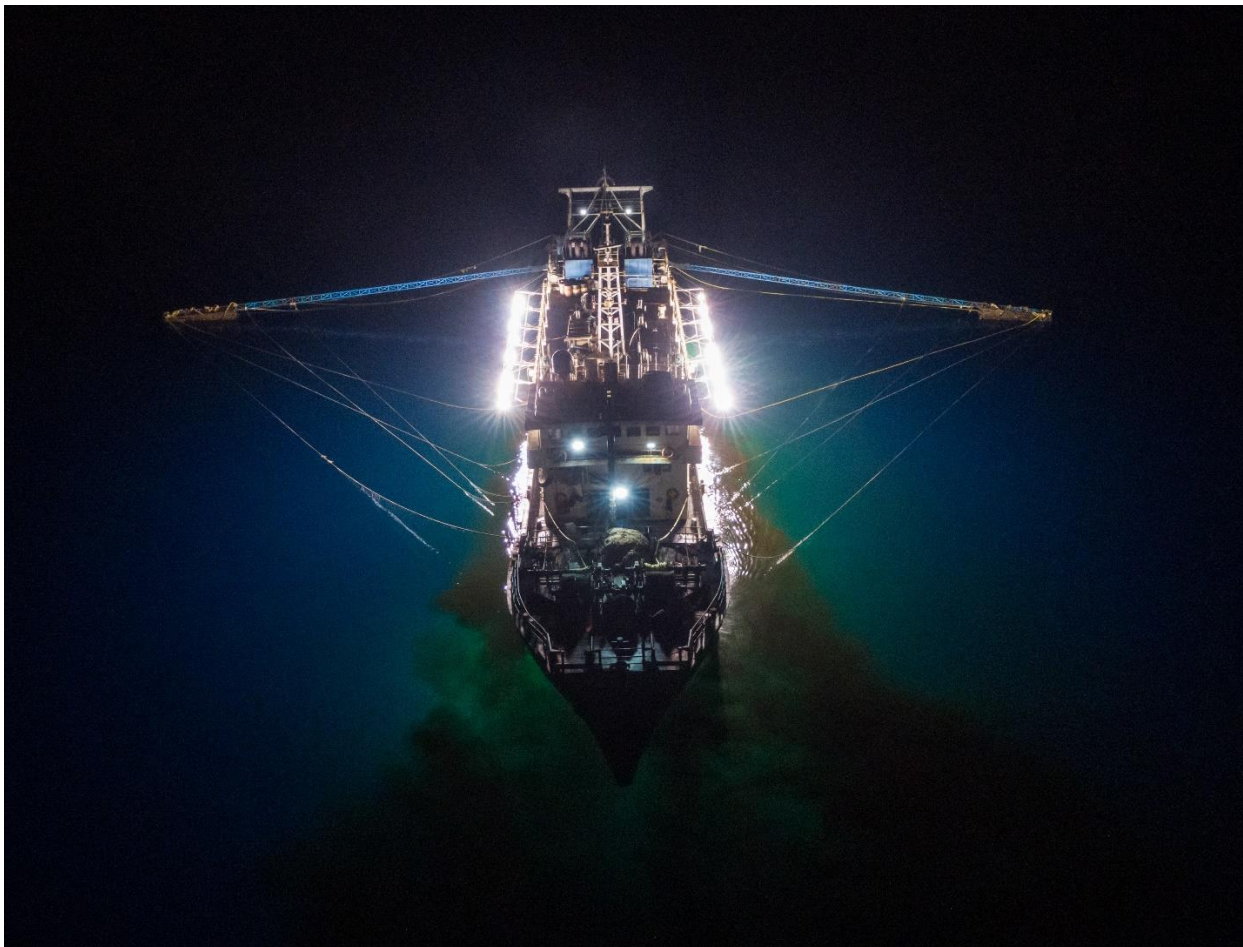
Context for the appointment of our first Operations Coordinator

The Operational Coordinator is a new role at TMT and the post has been developed to provide operational support to the new TMT programme structure, which has been developed over the past two years. Working closely with the Executive Director, Programme Leads, the Chief Technical Officer, and the Head of Finance and Administration (who collectively make up the membership of the TMT Senior Management Team) the successful candidate will play a key role in contributing to the successful implementation of these programmes in line with the TMT Strategic Development Plan.

TMT programme activities are developed and implemented in close cooperation with our partner countries and delivery partner organisations. Programmes are managed by a senior member of TMT staff, with associated workplans and budgets supporting the implementation of activities. Funding is provided by a range of funders, both government and private philanthropic, that have variable reporting requirements.

The Operational Coordinator will be taking on a number of responsibilities that have to date sat with existing staff members but will also be responsible for new activities that have been identified as a priority by the Senior Management Team. It is important to note that we do not expect the candidate to have domain experience in the international fisheries or maritime space, but rather to come from a relevant background of working within the not-for-profit or international development sector in a similar capacity.

TMT is currently an organisation made up primarily of technical experts who will benefit from an improved institutional approach and streamlined internal operations to ensure our activities remain impactful, and there is therefore extensive opportunity for the candidate to bring their experience and enthusiasm to further shape and streamline how TMT operates as an organisation.



Job Description

Job Title

Operations Coordinator.

Location

Preferred TMT head office in Oslo, Norway with option for 1-2 days a week home office. Other locations in Universal Time, UT+1 (CET) or UT+2 time zone will be considered for exceptional candidates. Work permit support for a relocation to Oslo can be supported.

Some travel to other TMT offices and other locations is expected.

Responsible to

Head of Finance and Administration.

Working Hours

Full time. TMT supports flexible working and with a team based across several time zones and travel by programme staff being a core part of work, the candidate must be able to accommodate occasional irregular working hours. Weekend and additional working hours may be occasionally required. Occasional travel will be required as part of this role. TMT operates a TOIL system to accommodate this working structure.

Contract

Full time. Permanent Contract.

Salary

NoK 550,000-650,000. Commensurate with experience.

Leave

25 days per year, national holidays in country of residence, and additional organisation-wide leave days over the year end period in December.

The Role

We are recruiting an experienced Operations Coordinator (OC) to support the development and implementation of TMT's programmes. The OC will be a key position in the organisation, with a priority on ensuring that our international organisation functions smoothly and effectively. The OC will manage operational issues associated with programme, policy and process implementation, monitoring, and evaluation (M&E); internal and external engagements; offices; and annual and Board reporting. The role will also play a key supporting role in programme budget planning and allocations, personnel resourcing, and the management and reporting on grants.

The OC will report to the Head of Finance and Administration but also work closely with the broader Senior Management Team and entire organisation, as well as external partners such as implementation partners and funders.

Responsibilities and Activities

- Lead development and refinement, and oversee implementation, of organisational routines and processes.
- Coordinate programme monitoring and evaluation and lead the development of internal and external annual reporting.
- Coordinate and support grant management, including development of grant enquiries, concept notes, and applications; schedule and monitor grant workplans, deliverables, milestones, and deadlines; development of cooperation agreements; coordinate with subgrantees for delivery of activities and reporting.
- Support personnel allocations to programmes and work areas.
- Support programme budgeting processes.
- Manage recruiting and onboarding process for new hires, including drafting/posting job specs, fielding inquiries, scheduling interviews, and onboarding process.
- Plan and Coordinate TMT team meetings, and act as primary lead on consolidating meeting records.
- Contribute to the planning of meetings and events, including travel arrangements and logistics.
- Support the management needs of TMT offices, equipment, organisational platforms, and subscriptions.
- Represent TMT at external meetings as appropriate, particularly in Norway.
- Provide broader support to TMT's operations as needed to ensure the smooth functioning and success of the organisation.

Person Specification

Key Experience and Requirements

- Minimum 3 years demonstrated track record of organisational and operational coordination in the not-for-profit and/or international development sector.
- Experience with organisational and project cycle management processes and tools.
- Strong organisational skills. Ability to work independently. Self-motivated. Problem-solver.
- Excellent interpersonal skills. Must have the ability to engage with people from a range of cultures and positions.
- Technical ability to work in the English languages.
- Ability to conduct occasional travel.

Desirable

- Ability to work in the Norwegian language
- Ability to work in other relevant languages (French, Spanish etc.).
- Experience of working in Africa and/or supporting programmes of work in Africa.
- Please note that we do not require the candidate to have specific marine or fisheries knowledge or experience, however related domain experience would be useful.

We are looking for someone who can

- Work independently, is dedicated, and understands the challenges of working in a small, international organisation with staff in different locations and from different cultures.
- Derive strong motivation from working for a good cause.
- Add experience and value to TMT's team.

We can offer

- A job where you will be part of a small but highly effective not-for-profit organisation with a dedicated and professional team, working with crucial partners in regions with the highest levels of illegal fishing globally.
- A competitive and fair compensation package including a salary that reflects an individual's expertise and responsibilities, generous annual leave, a savings-based pension plan, and insurances tailored to the location and role of staff.

How to apply

Please send applications to admin@tm-tracking.org with 'Application – Operations Coordinator' in the subject line.

Applications should include a cover letter and CV.

Applications will close on 5 April 2024. Applications will be assessed on a rolling basis as they are received, and candidates are encouraged to apply early.

Candidates selected for interview will be contacted by 12 April 2024.

For enquiries related to the role please email admin@tm-tracking.org.

Recruitment Process

Recruitment and Interviews

Selected candidates will be contacted in response to their application and invited for an initial interview with the recruitment committee, made up of Senior Management Team members. This interview will take place at TMT's Oslo office (or remotely for exceptional candidates based elsewhere), with some team members taking part virtually. The first interview will seek to get to know the candidate, and the relevance of their experience and skills to the needs of the role. This interview is anticipated to take between 1 hour.

All candidates will be contacted following the initial interview to provide feedback, and those selected to progress will be asked to provide references that can be contacted by the interview committee. Following successful communication with references, relevant candidates will be invited to take part in a second interview with the recruitment committee. The second interview will be preceded by a pre-interview exercise, that the candidate will be required to present and discuss during the interview. The interview will focus on building a further understanding of the candidate's suitability for the role through practical questions and exercises and is anticipated to take 1.5 hours.

If considered necessary, the preferred candidate may be invited to a final informal discussion with Head of Finance and Administration, to answer any remaining questions from both sides. A formal job offer will then be made to the candidate, who will be provided with a period to respond.

The role is subject to a six-month probationary period.

Equal opportunities

TMT is an equal opportunities employer. We are committed to promoting diversity and inclusion within our organisation and in the greater ocean management and conservation community. We see each day in our work that we are only effective by bringing diverse backgrounds, experiences, skills, knowledge, and viewpoints to our work and organisation. We hire and promote qualified professionals without regard to actual or perceived race, colour, religion or belief, sex, sexual orientation, gender identity, marital or parental status, national origin, age, or any other characteristic protected by applicable law, and wherever possible promote the same approach with our partners.