

VSA E-Volunteer Assignment Description

Assignment Title	Food Safety Specialist
Country	Samoa
Location	Upolu Island
Partner Organisation	Apia Export Fish Packers (AEFP)
Duration	6-12 months

Sustainable Development Goals



41537

1. Partner organisation overview

Apia Export Fish Packers (AEFP) was established in 1996 with the core business of commercial fishing and a vision to supply high-quality fresh fish sourced from Samoa's Exclusive Economic Zone (EEZ) for export and local markets. Over the years the company's activities have expanded to include the supply of frozen fish to overseas canneries and the supply of fresh fish to our local people in Samoa. In September 2019, Steve and Sabreen Cleverly took over ownership and management of the organisation. AEFP currently has a large fleet of fishing vessels ranging from lengths of 12.5m and 26m with a capacity to carry between 7m and 45m, storage facilities and an established transportation system for our stock. AEFP is the proud primary processor and exporter of fresh and frozen fish, in which they export fresh whole headed and gutted, particularly the big eye and yellow fin tuna.

AEFP has over the years endeavoured to adhere to the rules and regulations outlined in the Samoa Fisheries Management Act 2016, which governs fisheries conservation, management, or development of fisheries licensing of Samoan and foreign vessels and related purposes. In addition, the Samoa Tuna Management Development 2017-2021 describes the intent of the Government of Samoa towards development and management of the tuna resources in our EEZ. Herein Samoa plans to maximise the long term economic and social benefits derived from utilising our fisheries resources for our local communities through the following;

- (i) the management of the tuna resources of Samoa, particularly the licensing arrangements for the tuna longline fishery
- (ii) the future development of the tuna industry in Samoa to sustain and maximize the economic benefits and participation of Samoans in the fishery.

AEFP is an integral part of the Fisheries Sector in Samoa and a key one at that. Samoa is a party to several treaties and agreements relating to the management of regional fisheries. This includes the treaty of fisheries between the governments of certain Pacific Island States that includes Samoa and other international players in this sector. As such AEFP is in continual need of support and capacity building in order to comply with the many agreements regionally and internationally. Although AEFP has been challenged through the transitional period of management and covid19, the management continues to maintain the high standards in their products and processes, exploring ways to improve the services of the organisation. Their current focus is Food and Safety Hazard Analysis Critical Control Point (HACCP) plans and Critical Control Point (CCP) monitoring and Sanitation Standard Operating Procedures (SSOP) and monitoring documents.



2. Assignment overview

AEFP seeks to improve the current HACCP Plan that requires reviewing and updating, to meet the regional standards of Food and Drugs Administration (FDA) and Samoa Fisheries Regulation. We have been in contact with Food and Agriculture Organisation (FAO) to assist us with HCCP Plan and histamine kit.

To support AEFP in ensuring maximum productivity and service delivery, the procurement of a Histamine Kit to enable us to do our own testing would be hugely beneficial. We currently use the services of Scientific Research Organisation of Samoa (SROS) to carry out our testing. However, the biggest challenge is the fact that the results can take two days for fresh chill, which does not always work to schedule in terms of export processes. The time factor in this matter creates difficulties for our work and that is why having the resources and the capacity to conduct testing of the catches ourselves will make for more efficient productivity.

AEFP also needs to continue to modify and improve internal check systems that are user friendly for staff and make necessary changes for maximum productivity while adhering to the stipulated regulations. Assistance in implementation plans to execute the necessary actions would be greatly appreciated.

3. Goal/outcomes/outputs

Goal

AEFP will have robust systems and hygienic processes in operation with best practices that comply with regional and Samoa fisheries and regional regulations and agreements to strengthen their work in all areas.

Outcome 1

The HACCP Plan is reviewed and modified accordingly to comply with FDA standards and Ministry of Agriculture & Fisheries (MAF) regulations.

- Review the current processes from catching to landing to ensure best practices throughout.
- Ensure the templates capture all the accurate information for record keeping.
- Interpret the HACCP Plan & implement a work plan for the staff to adhere to daily.
- Efficient systems are in place that continuously evaluate and manage existing and potential hazards for food safety.

Outcome 2

Food and Safety Processes (FDA) are evaluated to ensure hygienic best practises and compliance with Hygiene Critical Control Points Techniques.

- Improved monitoring systems of all fish for exports including fresh, frozen, and processed fish to ensure they are fit for export.
- Strengthened quality control measures for the safety of fish products for the local market and for export.
- Sanitation schedules are maintained and kept for records.
- Workstations are kept clean and tidy at all times for hygiene.

Outcome 3

A revised and updated AEFP internal systems and processes are in place and carried out by all staff.



- Identify gaps in the current systems that need strengthening.
- Propose and advise on necessary changes that comply with standards and maximise productivity.
- Develop sustainable operating procedures and easy to follow check points.
- Effective and efficient processes in place to ensure the paperwork is signed of accordingly.

4. Reporting and working relationships and capacity building

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with Sabreen Cleverly the co-director of AEFPP.

The volunteer and Apia Export Fish Packers will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Education and Experience

- Qualification and experience in Food Safety and Health
- Experience as a Health and Safety, Food Safety or Quality/Quantity Assurance Officer (preferably in the Fisheries Sector)
- Experience in developing or revising Hazard Analysis Critical Control Point (HACCP) Plans
- Experience / Qualification in Food Drug Administration (FDA)

Knowledge, Skills and Abilities

- Adaptable to new working environments
- Able to work cross culturally and willingness to learn
- Innovative approach to challenging situations
- Ability to understand business implications of difficult but necessary business decisions
- Ability to analyse the situation and problem solve
- Team player who is reliable and flexible

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively



- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

Children's Act

VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90.00. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

