

Assistant Evaluator Job Description

Job Summary

The Assistant Evaluator will provide support to the Independent Third-Party Evaluator (ITPE) during their review of applications submitted to Department of Fisheries and Oceans Canada (DFO) under various Indigenous programs related to commercial fishing and aquaculture in the Pacific Region. Reports prepared by the ITPE, with support from the Assistant Evaluator, will inform funding decisions by DFO regarding programs such as the Indigenous Harvest Transformation Programs (IHTP), Pacific Salmon Indigenous Communal Commercial Licence Alternation Program (Alternation Program), Pacific Integrated Commercial Fisheries Initiative (PICFI) and Indigenous Marine Services Initiative (IMSI). Considerable funding is available through DFO's Indigenous programs and a rigorous application review process is required to achieve fairness and maximize benefits for communities. Confidentiality must be maintained while ensuring due diligence.

Responsibilities and Duties

The Assistant Evaluator will review application documents, compile publicly available data related to commercial fisheries, aquaculture and seafood markets and work with the ITPE to prepare reports and recommendations regarding funding. The Assistant Evaluator will receive guidance and direction from the ITPE. Both positions will be administered by the Skeena Fisheries Commission while maintaining independence and autonomy required to provide objective, third party analysis and recommendations. The ITPE remains accountable to the PICFI Business Development Management Committee (BDMC) and both the Assistant Evaluator and ITPE will communicate regularly with the PICFI Business Development Team (BDT) and DFO staff to ensure effective and efficient program delivery in accordance with the objectives of each program. The specialized nature of the work and heavy workload requires the successful candidate to have extensive knowledge and experience related to commercial fishing and/or aquaculture, business and Indigenous community economic development. The work will also involve travel to participating communities to meet in-person with applicants and develop a thorough understanding of the proposed work as well as travel to attend internal meetings related to Indigenous programs, as required.

The Assistant Evaluator will support the ITPE in the following areas:

- Verify each application for completeness of information needed to carry out a technical evaluation of the proposal, such as in relation to work plans, budgets and business cases.
- Confirm that an up-to-date business plan is in use or is being implemented and that the Fisheries Management System (or equivalent) is in use for the fishing licenses, vessels and gear involved in the proposed work (this may involve consulting with the BDT).
- Evaluate work plans and budgets to determine the practicality of the project, particularly in relation to capacity to carry out the work within the fiscal year.
- Review business cases to assess feasibility, viability and alignment with both communities long-term objectives and Indigenous program objectives.
- Prepare reports and recommendations for funding through Indigenous programs.
- Assist the ITPE to review policy documentation/statistical reports and provide technical advice on issues relating to Indigenous programs and other aspects of the fisheries management, if required.

The successful candidate will possess the following skills and competencies:

- Proficiency in Microsoft Excel and Microsoft Word.
- Strong research, writing and communications skills.
- Attentiveness to detail.
- Ability to gather and analyze information from a range of sources to support decisions.
- Ability to work independently and seek direction or support as needed.
- Extensive experience related to commercial fishing and/or aquaculture.
- Strong background in business, economics or a related field.
- Experience working with First Nations in BC is preferred.

This position is fully remote and may be performed from anywhere in the Pacific Region. Reliable access to phone and internet is required for meetings and the candidate must be willing and able to travel for meetings as required. Individuals who identify as Indigenous are strongly encouraged to apply.