INSHORE FISHERIES MANAGEMENT DIVISION

JOB DESCRIPTION: SENIOR FISHERIES OFFICER - (INSHORE FISHERIES MANAGEMENT)

1. Position Level: Band I
2. Salary Range: $43,296.63 - $55,508.50 * Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.
3. Appointment Period: 5 years
4. Duty Station: Walu Bay and required to travel to other work locations from time to time including maritime islands.
5. Reporting Responsibilities;
   a) Reports To: Principal Fisheries Officer - Inshore Fisheries Management
   b) Liaises with: Divisional staff, Stakeholders, Government agencies, Non-Governmental Organisations and the general public.
   c) Subordinates: Fisheries Officers, Fisheries Technical Officer, Fisheries Assistants, Government Wage Earners, Temporary Workers and Administration staff.

Position Purpose

The position provides operational oversight and support to the work of the Inshore Fisheries Management Division. The Senior Fisheries Officer Inshore Fisheries Management Division supervises the development, coordination and implementation of inshore fisheries management programs, including the development of programs to increase awareness of inshore fisheries management measures and challenges, and inshore fisheries compliance and monitoring programs. The position will provide direct management support, and supervision to the operation and administration of the Compliance, Policy and Planning and Data Monitoring teams. The post also has the responsibility for liaison with geographic divisions, industry, other Government agencies, and Non-governmental organization and the operational oversight of the Divisional reporting requirements.

Key Result Areas

1. Supporting the delivery of Inshore Fisheries Management Division outputs under the Ministry of Fisheries Strategic, and Operational Plans.
2. Assist in the review, development, and implementation of inshore fisheries legislation, policies, plans, compliance strategy, and monitoring programs to promote and support sustainable inshore fisheries management.
3. Organizing training courses, meetings, and workshops; and supporting liaison between stakeholders, various government departments, NGOs, donors, and international organizations with respect to the work of the division.

4. Providing support to Principal Fisheries Officer on all matters relevant to the work of the division, including progress reporting on inshore fisheries project, Budget and policy initiatives.

5. Working closely with the geographic divisions in all aspects of service delivery for inshore fisheries management including the compliance and monitoring and policy and planning implementation.

6. Timely submission of activity reports, monthly progress and quarterly reports;

7. Contribute to Ministry development and initiatives through provision of quality customer services, participating in initiatives to promote team work and employee health, safety and wellbeing and participation in selection panels.

Key Performance Indicators

1. The development of policies and plans is effectively coordinated and supported in accordance with priorities; deadlines and available resources.
2. Engagement with stakeholders is effective with high levels of support for policies and plans.
3. Efficient management of corporate functions including compliance with applicable public service legislation, and government and ministry policies.
4. Divisional reporting is completed to a high standard and submitted in a timely manner.

Minimum Qualification Requirement

A University qualification in Marine Science, Marine Affairs Biological Science or other applicable discipline from a recognized institution OR equivalent technical course/ certification and/ or 5 years in a similar role, out of which 3 years must be at supervisory role. In addition to this; the following knowledge, Experience, Skills and Abilities will be required to perform this role:

Knowledge and Experience

1. At least 3 years’ experience working in a management or leadership role
2. Demonstrate sound knowledge across key areas of Fisheries Management and Fisheries compliance with sound understanding of relevant legislations and policies;
3. Experience in data management, compliance, advisory, policy, investigations and or prosecutions.
4. Experience in Project management.
5. Understanding the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with people within the required legislative and policy framework and the ability to conduct public/community awareness programs.
2. Demonstrated ability to analyse and solve complex problems in a resource constrained environment.
3. High organisational skills and demonstrated ability to meet strict deadlines.
4. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
5. Ability to lead and work cooperatively within a team environment.
6. Capacity to utilise computer programs to support the daily operations.
7. Service oriented approach with a commitment to supporting the operational corporate environment of the Ministry.

**Personal Character and Eligibility**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.