



MINISTRY OF FISHERIES

WESTERN DIVISION

ROLE DESCRIPTION: FISHERIES TECHNICAL OFFICER – LAUTOKA/YASAWA [1 POST]

VACANCY NO: MFish 22/19

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary range:** \$22,528.74 - \$28,883.00
**Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.*
3. **Contract Period:** Up to 3 years
4. **Duty Station:** Lautoka Fisheries Station.
5. **Reporting Responsibilities;**
 - a) **Reports to:** Principal Fisheries Officer-West
 - b) **Liaises with:** Divisional Heads and technical services staff, stakeholders, relevant government agencies and clients.
 - c) **Subordinates:** Nil.

POSITION PURPOSE

The position will facilitate the implementation of inshore fishery, inland fishery and aquaculture management and development plans, infrastructure development, promotion of community based fisheries, institutional strengthening, industry development and the re-seeding of reefs, rivers, water-ways and dams. The position will also manage safe vessel operations and ensure that the Ministry vessels are well maintained and serviced in accordance with the Maritime Safety Authority of Fiji's (MSAF) rules and regulations.

KEY RESPONSIBILITY AREAS

The position will achieve its purpose through the following key duties:

1. Implement provision of assistance for inshore and solicit Fiji Development Bank support, subsidy assistance and other donor agencies;
2. Carry out Fisheries activities on Extension and Advisory Services including Implementation of monitoring, surveillance and enforcement programs;
3. Responsible for Issuance of inshore fishing license and revenue collector;
4. Conduct awareness to educate fisher folks for sustainability of inshore marine resources, facilitate and implement collaborative work with non-government organizations (NGOs), other line Ministries and other stakeholders on training of fish warden and fishermen on gear technology;

5. In charge of voyage planning, voyage reporting and maintenance of the Ministry of Fisheries' vessels to ensure safe sea voyage;
6. Maritime Safety Authority of Fiji's (MSAF) relations officer for documentation of all Ministry of Fisheries' vessels to be sea worthiness;
7. Managing vessels' survey requirements for Sea Worthiness to be in accordance with the Maritime Safety Authority of Fiji's (MSAF) regulations;
8. Design Standard Operating Procedures (SOP) for safe vessel operations, its maintenance and preventative servicing maintenances program;
9. Actively contribute to all corporate requirements of the Ministry, including reporting, planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assigned activities in the Business Plan and Individual Work Plan are completed and delivered;
2. Compliance with applicable legislation, policies, procedures and service standards;
3. Timely submission of quality reports and programme documentation.

PERSON SPECIFICATION

A Diploma in Applied Fisheries, Marine Science, Marine Affairs or related biological science with a valid Class 6 Master/Engineer Full License or higher from a recognized institution **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' of relevant work experience in Fisheries operations or management including Master/Engineer Full License Class 6 or higher Captain Class in competency;
2. Experience in conducting public/community awareness programs;
3. Working knowledge of all aspects and functions of designing, implementing and evaluating vessel voyage plans and Standard Operating Procedures (SOP);
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Demonstrated ability to communicate effectively, expresses ideas clearly and coherently both verbally and in writing;
2. High attention to detail and the ability to multitask;
3. High organizational skills and ability to meet strict deadlines;
4. Ability to lead and work cooperatively within a team environment with minimal supervision;
5. Demonstrated ability to think logically and analytically to solve complex problems;
6. Capacity to utilise computer programs to support the daily operations;
7. Service oriented approach with a commitment to supporting the corporate environment.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Fisheries must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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