



MINISTRY OF FISHERIES

INSHORE FISHERIES MANAGEMENT DIVISION

ROLE DESCRIPTION: SENIOR FISHERIES OFFICER [1 POST]

VACANCY NO: 21/18

CORPORATE INFORMATION

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:** Up to 3 years
4. **Duty Station:** Walu Bay and required to travel to other work locations from time to time when required.
5. **Reporting Responsibilities;**
 - a) **Reports To:** Principal Fisheries Officer- Inshore Fisheries Management
 - b) **Liaises with:** Divisional staffs, stakeholders, communities, Government agencies 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 leads the development of inshore fisheries policies and plans, as well as compliance and monitoring strategies and the coordination and implementation of inshore fisheries compliance and monitoring programs by the geographic divisions and other agencies, including the development of programs for regulatory awareness, training, enforcement and prosecutions.

KEY RESPONSIBILITIES

1. Supporting the delivery of IFMD 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

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 Degree in Marine Science, Marine Affairs, Fisheries Science or related biological science 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 5 years' of relevant work experience with at least 1 year of supervisory exposure;
2. Significant proven knowledge in fisheries principles, fisheries sector strategic policy objectives, development and conservation priorities;
3. Proven experience in Project management;
4. Understanding the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. *Demonstrated excellent communication skills and the ability to tactfully deal with people within the required legislative and policy framework;*
2. *Demonstrated ability to mentor and lead a team by planning and organizing work distribution and monitoring performance to ensure the subordinates understand their work requirements and can work effectively together;*
3. Demonstrated ability to work under pressure and meet strict deadlines;
4. Demonstrated ability in project management and able to work at sea or outdoor;
5. Capacity to utilise computer programs to support the daily operations.
6. Service oriented approach with a commitment to supporting the operational corporate environment of the Ministry.

Personal Character and Eligibility

Applicants for employment 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 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 applicants.