

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Fisheries and Marine Resources Development | | |
| 2. Position Title: Observer Data Technician | 3. Salary Level: L16-14 | 4. Division: LCD |
| 5. Reports To: Senior Compliance Officer/Compliance Officer | 6. Direct Reports: Principal Compliance Officer | |
| 7. Primary Objective of the Position: To manage observer's Data. | | |
| 8. Position Overview | | |
| 9. Financial: NA | 9. Legal: Fisheries Act | |
| <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Fisheries Observers • LCD officials • MFMRD officials <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Entry of incoming observer fisheries data in the database • Maintaining of records of observer seas and transit days, observer's advances and claims. • Compile of observer's claim to foreign fishing companies for consideration of Secretary. • Attending to any other assigned duties. | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Local Fishing Agencies • Foreign Fishing Vessels • Foreign Fishing Companies • Regional Fisheries Organizations <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • To make claim to foreign fishing companies for observer's payments. • Liaise with foreign fishing companies for outstanding observer fisheries data and observer's salaries. • Attending to any other assigned duties. | |
| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> | | |
| <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 | | |

This is position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
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| Managing Observer's Data | 1. Managing of in-coming observer data and claims | Update observer data with no outstanding claims to foreign fishing companies |
| | 2. Scanning of observer workbook upon completion trips | |
| | 3. Updating the IMS database regarding observers details and trips | Daily and if required |
| | 4. Prepare observer's workbook and tools before placement | |
| | 5. Ensure all travelling documents for observers are valid and printed one day before departure. | Updated record of observer data and no outstanding observer's claims |
| | 6. Ensure all observer data regarding trips and placement are updated on daily basis. | |
| | 7. Any other duties as may be directed by the Principal Fisheries Officer | |
| | 8. Enter observer report on KI TUBS DATA BASE | |
| | 9. Provide the observer details to the company | |
| | 10. Liaising with companies for observer claims and outstanding observer's fisheries data | |

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| | 11. Other duties as and when directed by the Senior Compliance/Fisheries Officers | |
| 10. Key Challenges | | 11. Selection Criteria |
| | | <p>11.1 PQR (Position Qualification Requirement): Education: Form 6 Certificate</p> <p>Experience: NA</p> <p>Job Training: N/A</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ○ Customer and Personal Service ○ Medicine and Dentistry ○ English Language ○ Clerical ○ Computers and Electronics <p>2. Skills:</p> <ul style="list-style-type: none"> ○ Speaking ○ Active Listening ○ Reading Comprehension ○ Social Perceptiveness ○ Monitoring <p>3. Attributes</p> <ul style="list-style-type: none"> ○ Efficient ○ Effective ○ Creative |

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| | <ul style="list-style-type: none">○ Approachable○ Cooperative○ hardworking and dedicated○ sharing interested in meeting people |
|--|---|



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