

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development		
<b>2. Position Title:</b> Principal Fisheries Officer	<b>3. Salary Level:</b> 5	<b>4. Division:</b> Fisheries Division
<b>5. Reports To:</b> Director of Fisheries Division	<b>6. Direct Reports:</b> <i>(Write No. &amp; Position Title: Director of Fisheries)</i>	
<b>7. Primary Objective of the Position:</b> To coordinate, manage, supervise and facilitate all relevant activities of respective units (one responsible for Applied Research and one to Extension & Training)		

<b>8. Position Overview</b>	
9. Financial: Up to \$4,999.	10 Legal: Fisheries Act, NCS
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• FMA</li> <li>• Head of Units</li> <li>• Head of Divisions</li> <li>• Senior Accountant</li> <li>• Administrators</li> <li>• PFO (colleague)</li> <li>• CBFM</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Respective Unit progress reports</li> <li>• Staff Performance Assessment Report</li> <li>• Approved and budgeted work plan</li> <li>• Staff leave roster plan</li> <li>• Staff personal matters</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Technical Advisors (NZ, OFCF, ICDF)</li> <li>• Secretaries and Directors, Gov't Ministries</li> <li>• CEO/Clerk to Islands Council</li> <li>• Mayor</li> <li>• Councilors</li> <li>• Island Council Treasurer</li> <li>• Relevant civil servants</li> <li>• Governmental/Non-Governmental Agencies</li> <li>• Community</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Outer island development initiatives</li> <li>• Training and Technical assistance</li> <li>• Performance assessment of extension officers.</li> <li>• Other fisheries related issue/matters</li> </ul>
<b>13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i></b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> </ul>	

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<ul style="list-style-type: none"> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Proper coordination and facilitation of work programs	Assist in the development of goals and objectives in relating to: <ul style="list-style-type: none"> <li>• the management and conservation of living marine resource</li> <li>• the development of coastal marine resources.</li> <li>• national capacity to the fishermen and the general public</li> </ul> To coordinate the work programmes for Extension and Training Unit on South Tarawa and Outer islands To assess performances of work programs conducted on the Outer islands	<ul style="list-style-type: none"> <li>• Timely submission of divisional budget and reports.</li> <li>• Number of management plans and regulations activated.</li> <li>• Formulation of HRD plan</li> </ul>
Strengthen solidarity and collaborative partnership	To liaise with regional and international organizations for technical assistance and/or support in any fisheries and research related activities.	<ul style="list-style-type: none"> <li>• Number of Development projects implemented</li> <li>• Number of technical assistance provided.</li> </ul>
	Willing to travel on official duty to both outer islands and overseas trips even on short notices and under any circumstances.	
	Willing to carry out any other duties that the Director may deem necessary.	

10. Key Challenges	11. Selection Criteria
	<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Bachelor of Science in Marine Science and other related field

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<p><b>Experience:</b> Should have prior experience of at least 5 years in the Fisheries Division and other related field</p> <p><b>Job Training:</b> Should have skills on SCUBA diving,</p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>○ Customer and Personal Service</li><li>○ Medicine and Dentistry</li><li>○ English Language</li><li>○ Clerical</li><li>○ Computers and Electronics</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>○ Speaking</li><li>○ Active Listening</li><li>○ Reading Comprehension</li><li>○ Social Perceptiveness</li><li>○ Monitoring</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>○ Efficient</li><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</li><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ hardworking and dedicated</li></ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<ul style="list-style-type: none"><li>○ sharing</li><li>○ interested in meeting people</li></ul>
--	--

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------