

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Transshipment Data Technician	3. Salary Level: 16-14	4. Division: LCD
5. Reports To: Principal Fisheries Officer	6. Direct Reports: Senior Fisheries Officer	
7. Primary Objective of the Position: Claiming of transshipment tax from Licensed Fishing Companies, entry of Transshipment Data, Verification of transshipment tax and any other Duties assigned by PFO.		

8. Position Overview		
9. Financial: N/A	10. Legal: Fisheries Act	
11. Internal Stakeholders: <ul style="list-style-type: none"> FLEU supervisor/officials MFMRD officials 	12. External Stakeholders: <ul style="list-style-type: none"> Joint Venture Companies Foreign licensed companies 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> KDP/KPA: MOP Outcome: <i>Divisional/Departmental/Unit Plan: Licensing and Compliance Division</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Transshipment tax and reports.	<ol style="list-style-type: none"> To Advice on the payment of transshipment tax from Foreign Fishing Companies Report on the outstanding transshipment tax from Fishing Companies 	Licensing Database updated

This 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.

Approved by:	Date of Issue:
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	<ol style="list-style-type: none"> 3. Report on the Number of Fishing vessels transhipped at Port 4. Providing a Monthly Report based on the Duties and Responsibilities. 5. Follow-up outstanding transshipment tax with fishing companies. 6. Any other duties assigned by the Director 	
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10. Key Challenges	11. Selection Criteria
<p>To well manage entry of data</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 6</p> <p>Experience:</p> <p>Job Training:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ○ Customer and Personal Service ○ English Language ○ Computers and Electronics <p>2. Skills:</p> <ul style="list-style-type: none"> ○ Speaking ○ Active Listening ○ Instructing

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	<ul style="list-style-type: none">○ Monitoring3. Attributes○ Efficient○ Approachable○ Cooperative○ Trustworthy○ hardworking and dedicated○ sharing
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