

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

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development		
<b>2. Position Title:</b> VDS Data Technician	<b>3. Salary Level:</b> 16-14	<b>4. Division:</b> LCD
<b>5. Reports To:</b> Principal Fisheries Officer	<b>6. Direct Reports:</b> Senior Fisheries Officer	
<b>7. Primary Objective of the Position:</b> To assist in entering and tracing of missing logsheet, monitoring and verifying of NFDs reports.		

<b>8. Position Overview</b>		
9. Financial: N/A	10 Legal: Fisheries Act	
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>FLEU supervisor/officials</li> <li>MFMRD officials</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>Joint Venture Companies</li> <li>Foreign licensed companies</li> </ul>	
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li><b>KDP/KPA:</b></li> <li><b>MOP Outcome:</b></li> </ul> <i>Divisional/Departmental/Unit Plan: Licensing and Compliance Division</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Log sheet report	1. Entering of log sheet reports from Foreign Fishing Vessels i.e Long liner, Purse Seiner	Licensing Database updated
	2. Tracing of missing log sheet for Vessels that fished in our KI waters	
	3. Provide summary of missing log sheets and send it to target companies/fishing vessels.	

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
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VDS	4. To assist in VDS monitoring	VDS data updated
	5. To assist in updating VDS data record.	
	6. Entering of NFDs reports from FFVs	Reports managed/controlled
	7. Viewing and verifying of NFDs reports	

10. Key Challenges	11. Selection Criteria
To well manage entry of data	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Form 6</p> <p><b>Experience:</b></p> <p><b>Job Training:</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>○ English Language</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>○ Instructing</li> <li>○ Monitoring</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>○ Efficient</li> </ul>

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	<ul style="list-style-type: none"><li>○ Approachable</li><li>○ Cooperative</li><li>○ Trustworthy</li><li>○ hardworking and dedicated</li><li>○ sharing</li></ul>
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