GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

1. Ministry: Ministry of Employment & Human Resources Development				
2. Position Title: <i>Chief Fisheries Officer</i>	3. Salary Level: 6-5 4. Division: Marine Training Centre			
5. Reports To: <i>Captain Superintendent</i>	6. Direct Reports: (Write No. & Position Title: Deputy Captain Superintendent			
7. Primary Objective of the Position: Managing the overall operation of the Fisheries Department.				
8. Position Overview: Administering the manageme	nt of the Department			
9. Financial:	10. Legal:			
i. Recurrent budget	i. Kiribati National Condition of Service 2020			
ii. Annual financial assistant	ii. Procurement ACT 2020.			
iii. Control and verifying MTC Fisherie	es iii. Kiribati Maritime Act 2017			
department order.	iv. IMS Policy MTC			
-	v. ISM			
	vi. ISPS			
	vii. MTC Assessment Policy & Procedures			
	viii. MTC OHS & EQ Policy			
	ix. MTC Department operation Manual			
	x. Company Business Ethic			
	xi. Kiribati Shipping Act			
	xii. Merchant Shipping Act 2006			
	xiii. Financial Regulation 2012			
	xiv. Kiribati Maritime Bill 2016			
	xv. Environmental Act as amended			
	xvi. MLC 2006			
	xvii. STCW78 as amended			
	xviii. STWC-F			
	xix. Gender and Sexual Harassment Policy, Violent & Bullying			
11. Internal Stakeholders:	12. External Stakeholders:			
Subject Captain DSC/QMC HoD Doctor	Subject MEHR MFED Marine Resp. Hospital Donors PUB/PWU Crewing Agent			
Damage ✓ ✓ ✓ Injuries ✓ ✓ ✓ ✓	Damage V Author			
Incidents V V V	Maintenance 🗸			
Maintenance ✓ Purchases ✓	Injuries ✓ Purchasing ✓			

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.

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Claims	\checkmark	\checkmark	✓	
Certificate	\checkmark		~	
Management reviews	\checkmark	~	~	
Courses		\checkmark	✓	

Certificates		✓			✓
Courses	~	✓	✓		✓
Regulations	✓	✓	√		✓

To be referred to: Captain Superintendent

To be referred to Manager: SRO

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• Fisheries curriculum and syllabus.	Establishing, revising fisheries training and maintain.	Teaching of lesson which are in line with STCW-F. Candidates are able to perform work on board fishing vessels.
• Academic Board Meeting & Board of studies meeting	Bringing issues from Fisheries department to the meeting. Chairing the board of studies	Development of the training and executing of monthly maintenance, addressing the gaps existing within the fisheries department in terms of qualification and training resources.
Teaching resources Inventory	Supervising monthly or weekly training resources inventory.	Teaching aid and training resources always in stock. No altering of the courses
• Communication Internal and external communication to stakeholders and Japan ship owners and companies to update recruitment.		The precise quota for the FVP intake is formalized to every island. Candidates allocations on board ships are secured.
Test and Exam Moderation	Moderating and checking all training test and exam result are in line with the assessment policy.	Trainees ongoing test and final exam evaluation are obtained.

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14. Key Challenges	15. Selection Criteria
 Drawing up training modules, curriculum and planning for MTC's advancement. Taking part in shore 'On Duty' roster to up-keeping disciplinary upholding of trainees. Perform any other reasonable instructions from the Captain Superintendent and Chief Officer. 	 15.1 PQR (Position Qualification Requirement): Master Foreign-Going Class 1 & 2 with at least 3 years fishing experience on Ocean-going fishing boat. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership Or Second mate foreign Going (OOW class 3) with at least 5 years' experience on ocean going fishing boat. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership
	 15.2 Key Attributes (Personal Qualities): Must have sound knowledge of fisheries industry and training. Excellent English communication skills (written & verbal). Recent experience on an overseas fishing vessel in capacity of Mate or Master. Should be out-going, social, innovative, creative and quick to react correctly to any arising situation. Commanding of fishing vessel ocean-going will be of advantage.

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