

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>			
2. Position Title: <i>Chief Fisheries Officer</i>	3. Salary Level: <i>6-5</i>	4. Division: <i>Marine Training Centre</i>	
5. Reports To: <i>Captain Superintendent</i>	6. Direct Reports: (Write No. & Position Title: <i>Deputy Captain Superintendent</i>)		
7. Primary Objective of the Position: Managing the overall operation of the Fisheries Department.			

8. Position Overview: Administering the management of the Department

<p>9. Financial:</p> <ul style="list-style-type: none"> i. Recurrent budget ii. Annual financial assistant iii. Control and verifying MTC Fisheries department order. 	<p>10. Legal:</p> <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2020 ii. Procurement ACT 2020. iii. Kiribati Maritime Act 2017 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
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<p>11. Internal Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Incidents</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Maintenance</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Purchases</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		<p>12. External Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Maintenance</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Purchasing</td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>	Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓		
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Claims	✓	✓	✓		Certificates			✓			✓
Certificate	✓		✓		Courses	✓		✓			✓
Management reviews	✓		✓		Regulations	✓		✓	✓		✓
Courses		✓	✓								

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
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Teaching resources Inventory 	Supervising monthly or weekly training resources inventory.	Teaching aid and training resources always in stock. No altering of the courses
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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. 	<p>15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> • Master Foreign-Going Class 1 & 2 with at least three (3) years fishing experience on ocean-going fishing boat: or • Second Mate Foreign Going (OOW Class 3) with at least 5 years' experience on ocean-going fishing boat. • Skipper <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • 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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