

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

<b>1. Ministry: Ministry of Fisheries and Marine Resources Development</b>		
<b>2. Position Title: Principal Compliance Officer</b>	<b>3. Salary Level: L5</b>	<b>4. Division: Oceanic Fisheries Division</b>
<b>5. Reports To: Director Oceanic Fisheries Division and Secretary</b>	<b>6. Direct Reports: Director Oceanic Fisheries Division</b>	
<b>7. Primary Objective of the Position: Compliance of fishing and supporting vessels licensed to fish or operate in Kiribati's waters.</b>		

<b>8. Position Overview</b>	
<b>9. Financial: Recurrent Budget</b>	<b>10. Legal: Fisheries Act and regulations</b>
<b>11. Internal Stakeholders:</b> - Divisions within the Ministry of Fisheries and Marine Resources Development.  <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>- Data or report request from other Division</li> <li>- Internal meetings</li> <li>- Other matters which are not within the daily duty of the posts</li> </ul>	<b>12. External Stakeholders:</b> - Fishing Industries - Other Ministries - Regional Fisheries Management Organizations - Sub-regional Fisheries Organizations like Forum Fisheries Agent, Secretariat of the Pacific Community, Parties to the Nauru Agreement, etc  <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>- Trainings required and requests</li> <li>- Data or reports requested from external stakeholders</li> <li>- Compliance Reports or Issues</li> <li>- Other matters that are not highlighted or cleared in the daily duty of the post.</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.*

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <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
<p>Ensuring for full compliance of licensed vessels.</p>	<ul style="list-style-type: none"> <li>- Do due diligent checks for vessels and companies applying for license to fish or operate in Kiribati's waters.</li> <li>- Responsible for registering of IUU vessels on the national, regional and International listing.</li> <li>- Development and updating of national IUU listing which consist of IUU vessels listed on regional and international listing including national vessels of interest.</li> <li>- Do due diligent checks for vessels captain and fishing masters and crews prior licensing.</li> <li>- Follow-up on payments of fines and penalty imposed on IUU caught vessels with the concerned the companies and confirmation with local bank</li> <li>- Manage and update the Monitoring Compliance surveillances database.</li> <li>- Drafting of briefing reports for compliance of companies and vessels renewing their licenses or agreements</li> <li>- To prepare briefing reports for MCS activities as may be requested for national, regional and international fisheries meetings or trainings.</li> </ul>	<ul style="list-style-type: none"> <li>- Timely completion of fishing agreement that is one week after request received.</li> <li>- Vessels licensed are clear of IUU listings</li> <li>- Timely collections of compliance data and updated compliance database.</li> <li>- Briefing reports are completed within two days after requested.</li> <li>- Complete summary reports of compliance of individual companies and vessels and submitted in a timely manner.</li> <li>- License conditions are revised annually and gazette</li> </ul>

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	<ul style="list-style-type: none"> <li>- Review the performances of licensing companies and vessels and prepare compliance summary reports</li> <li>- Review of license conditions when required and assisting with the gazeting of conditions of license and registrations.</li> <li>- Responsible for completing part 2 (Compliance) report to the Commission.</li> </ul>	
Registration of Kiribati flagged vessels	<ul style="list-style-type: none"> <li>- To due diligent checks for vessels applying to flag under Kiribati and to be registered on the Regional Fisheries Management organizations which Kiribati is a member of.</li> <li>- Assess and advice compliance status of companies operating vessels under Kiribati flagged.</li> <li>- Assist in developing and revising of registration template for Kiribati flagged vessels</li> <li>- Develop and revise the conditions of registration of Kiribati flagged vessels under the Commission.</li> <li>- Consult with companies and regional organizations relating to compliances monitoring and survellainces activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete list of Kiribati flagged vessels and renewal made prior vessels expire registration.</li> <li>- Conditions of registrations are revised annually and gazette.</li> <li>- Timely response to companies, one day after request received.</li> </ul>
Reporting, Budgeting and Analyzing of Compliance data	<ul style="list-style-type: none"> <li>- To prepare MCS reports for management and development purposes or for national, bilateral and regional meetings.</li> <li>- To assist in the development of budget for Compliance Unit</li> <li>- Assist in reviewing observers data, catch report data including port and inspection report to assess the compliance issues</li> <li>- Any other tasks as may be requested by the Senior Officers</li> </ul>	<ul style="list-style-type: none"> <li>-Complete reports provided in a timely manner.</li> <li>- Complete other tasks as requested by the Senior officials.</li> </ul>

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Management Skills	<ul style="list-style-type: none"> <li>- Assist in the development and management of the offshore resources</li> <li>- Participate in regional and national meetings and trainings for management and development of offshore resources.</li> </ul>	
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10. Key Challenges	11. Selection Criteria
	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education: Bachelor of Science (Marine Science or related fields) or Bachelor of Arts (Management or Law)</b></p> <p><b>Experience: with 3 years' experience in the Offshore fisheries.</b></p> <p><b>Job Training: 1 year experience in Fisheries or related field</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li><b>1. Knowledge: Have legal background.</b></li> <li><b>2. Skills: Fluent in both speaking and writing in English with management skills</b></li> <li><b>3. Attributes</b></li> </ol>

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