

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Compliance Officer	3. Salary Level: L9-7	4. Division: Licensing Compliance Division
5. Reports To: Director of Licensing Compliance Division	6. Direct Reports: Principal Compliance Officer	
7. Primary Objective of the Position: Compliance of fishing and supporting vessels licensed to fish or operate in Kiribati's waters.		

8. Position Overview	
9. Financial: Recurrent Budget	10. Legal: Fisheries Act and regulations
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> - Divisions within the Ministry of Fisheries and Marine Resources Development. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> - Data or report request from other Division - Internal meetings - Other matters which are not within the daily duty of the posts 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - 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 <p>To be referred to Manager</p> <ul style="list-style-type: none"> - Trainings required and requests - Data or reports requested from external stakeholders - Compliance Reports or Issues - Other matters that are not highlighted or cleared in the daily duty of the post.

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.

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

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

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

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