

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Fisheries and Ocean Resources (MFOR)	
2. Position Title: Principal Verification Officer (PVO)	3. Salary Level: L5
4. Division: Seafood Verification Division (SVD)	
5. Reports To: Permanent Secretary (PS)	6. Direct Reports: PS
7. Primary Objective of the Position: Assist and support the CA Director to supervise and monitor the efficient and smooth operations of the CA or the Kiribati Seafood Verification Agency (KSVA) with regard to official controls of approved and listed fishery business operators (FBO); in addition to those duties defined under administrative and management roles and responsibilities of the Senior Verification Officer (SVO)	
8. Position Overview	
9. Financial: \$16,223.15 - \$16,509.15	9. Legal: Kiribati National Conditions of Service 2012 Fisheries Act 2010 Fish Export Regulation 2012 National Control Plan Kiribati Industry Standards
11. Internal Stakeholders: <ul style="list-style-type: none"> • CA Officials • Fisheries Division (FD) Officials – Tanaea • Headquarter (HQ) Officials - Bairiki 	12. External Stakeholders: <ul style="list-style-type: none"> • Fishery Business Operators • Import and Export Control Offices/Organizations such as, Kiribati Ports Authority (KPA), Customs Office, MCIC, MELAD (Agricultural Division), MFED, MFAI. • National Codex Committee • Local Courier Service Providers (DHL, TNT and UPS) • Accredited Laboratories (IAS Laboratory USP, AsureQuality NZ, etc.) • Local and Regional Suppliers of Sampling Equipment, Material and other consumables such as, Thermofisher Scientific NZ, AsureQuality NZ, etc.

This position description provides a comprehensive, 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 *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: KPA 1: Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Administrative and Management Roles and Responsibilities	<ol style="list-style-type: none"> 1. Supervise the inventory control and management of all assets of the CA office. 2. Provide legal and technical advice and support to CA officials pertaining to relevant legal frameworks such as, Fisheries Act 2010 and Fish Export Regulations 2012 and control plans and standards for fish and fishery products i.e., Kiribati Industry Standards (KIS) and National Control Plan (NCP) 3. Share correspondence with overseas authorities and contacts or networks to members of the CA team that are relevant for its official control i.e., market access requirements of importing countries, standards for parameters (biological, chemical and physical) in analytical testing results, etc. 4. Share official correspondence with local authorities and contacts particularly those involved in the imports and exports of FFP and environmental monitoring with members of the CA team and ensure that it is timely and maintained 	<ul style="list-style-type: none"> - Effective inventory control and management is established, implemented and sustained. - Actions taken for official controls are controlled and maintained to be in line with legislations and policies - Updated standards and market access requirements from importing countries are timely communicated and shared to all CA members - Correspondence and communication with local authorities and networks is maintained

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	<p>5. Assist the CA Director with preparation and proposal of annual budgets for the CA's annual operations, implementation of the budget, monitoring and reporting as required.</p>	<ul style="list-style-type: none"> - Annual budget to the CA office is well-planned and included both existing and emerging financial assistance and support
<p>Decision-Making and Technical Roles and Responsibilities</p>	<p>6. Ensure that national interests are well reflected either verbally or written with regard to policy setting or strategic direction when requested for information at local, regional and global level</p> <p>7. Collate necessary or required changes with regard to official controls, establishment approvals and certifications, etc., for both onshore and offshore establishments before submission to CA Director for review and approval</p> <p>8. Intervene when any conflicts or issues between FBO's and the CA arises and cannot be solved by either the SVO or Verification Officer (SVO) or Senior Verification Assistant (SVA)</p> <p>9. Coordinate and spearhead scheduling planning and preparation for monthly audits and monitoring for both onshore and offshore establishments with the assistance of SVO for both onshore and offshore establishments</p>	<ul style="list-style-type: none"> - Technical and professional advice and support is made available when required - Collated data and information supporting proposed changes in establishment registrations are accurate and available when required - Technical advice required to address conflicts or issues with regard to official and operational controls are effectively and efficiently delivered to team members - Official controls are well coordinated and communicated to team members and FBO and timely implemented and reported

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<p>Supervisory and Human Resource Development Roles and Responsibilities</p>	<p>10. Plan and prepare proposals to the CA Director regarding training needs of the team members that correlate to relevant official and operational controls for onshore and offshore establishments</p> <p>11. Collate and review staff monitoring of CA team members for allocation of annual leaves, monthly tasks and daily operations</p> <p>12. Other duties as directed by CA Director</p>	<ul style="list-style-type: none"> - Training needs of CA officials are identified and proposed for inclusion in Human Resource Development Plan (HRDP) - Movements of staff on local or travel duty is effectively controlled and monitored and timely communicated to CA Director
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10. Key Challenges	11. Selection Criteria
<p>Generally, the position requires individuals to be consistent and strict when required to CA officials and FBO's; and as such, key challenges may include;</p> <ul style="list-style-type: none"> • Dealing and leading people of different educational and technical background • Maintaining good work ethics and protocols among work colleagues • Maintaining compliance to stringent international market access requirements particularly the EU's Food and Feed Laws as a regulatory agency • Ensuring and enforcing legal obligations of fishery business operators are in compliance with national, regional and international market access requirements • Ability to work with limited resources with regard to sampling 	<p>11.1 PQR (Position Qualification Requirement): Education: Graduate Qualifications in Seafood Science/Marine Science/Fisheries Management/Applied Science/Food Science and Safety/Microbiology and other related fields.</p> <p>Experience: 3 years of relevant work experience in any fields related to fish processing, quality assurance, seafood science/marine/fisheries science and marketing</p> <p>Job Training: HACCP Course or HACCP Awareness, Leadership, other relevant trainings</p> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> • Principles of HACCP (Hazard Analysis Critical Control Point) • "FISH AS FOOD" and not just fishery or marine resources

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and testing, logistical requirements for getting samples to accredited laboratories

- Principles of Traceability in Food Production and Marketing
- Local Legislation and Policies on FFP
- International Market Access Requirements for Seafood Products

Skills

- Strong leadership skills
- Strong spoken and written English skills
- Communication and negotiation skills
- Ability to effectively work with requirements or standards
- Strategic planning experience or skills
- Critical thinking and decision-making capabilities

Attributes

- Work during odd hours
- Ability to deal with pressure
- Accountability and professionalism

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