

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Legal Advisor	3. Salary Level: L6-5	4. Division: Corporate Service Division
5. Reports To: Secretary	6. Direct Reports: DS & Division Directors	
7. Primary Objective of the Position: To review and update all Fisheries and Marine Legislations, and to interpret and provide legal advice when required from time to time		

8. Position Overview	
9. Financial: NIL	10 Legal: Fisheries Act, Deep Sea Minerals Act, Licensing Policy, Fish export regulation, 2012 etc
11. Internal Stakeholders: • Licensing Officers • Compliance Officers • Coastal Enforcement Officers • Offshore Mineral Inspectors • Competent Authority officers • Directors To be referred to Manager: • Provide legal advice when someone breaches ministry legislations/ Acts • Advice on appropriate enforcement actions to violations of the legislations • Drafting of policies and licensing agreements • Drafting of bills for relevant fisheries and marine issues • Review of fisheries legislations and other policies (including the fish export regulation, 2012)	12. External Stakeholders: • Island Councils through FAs • Te Atinimarawa • Fishing Partners • Crop Agencies (FFA, SPC etc) To be referred to Manager • Legal oversight of operations within divisions and other relevant stakeholders • Drafting and/or review of legislations and Acts • Ensuring fishing policies and other associated regulations are formulated and enforced

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To enforce the rules under Fisheries Act & Deep Sea Minerals Act	Ensure enforcement are implemented to violations following inspections by Compliance/ Enforcement & Inspectors	Number of enforcement action taken with the appropriate reports filed
Legal adviser to the Secretary and Directors before adaption and adoption of new regulations into Kiribati fisheries and marine legislations	Relevancy of new rules are identified and legal advice to ministry for consideration, before instrument of adoption are developed for Minister's signature	Percentage of rules adapted and adopted annually (with signing by Minister)
Ensure the conduct of investigations are carried out under Rules and Acts for any violation from clients/partners	Proper investigations are carried when any client is found to have breaches in any activities	Number of violations taken to court and those that are fined
Ensure all divisional workplans and activities are implemented in line with legislations	Ensure national fisheries and marine programs meets and comply with International Fisheries and Marine rules	Number of fisheries & marine documents meets standards and number of programs/activities achieved quarterly
To review and provide advices on the Fish export regulation	Ensure that reviews and advices are provided in a timely manner	Number of reviews and advices are accomplished.

10. Key Challenges	11. Selection Criteria
• Ability to make decisions in such a short period of time • Strict adherence to details and thoroughness	11.1 PQR (Position Qualification Requirement): Education: Bachelor of Law (LLB)

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• Acting as the legal advisor to all administrative and legislative tasks of the ministry • Adherence to legislations	Job Training: nil Prerequisite: nil
	11.2 Key Attributes (Personal Qualities): 1. Knowledge • English Language • Advanced legal knowledge and rich legal background • Legal drafting • Computer literate 2. Skills: • Excellent Interpersonal and communication skills • Active listening • Reading comprehension • Social perceptiveness 3. Attributes • Efficient • Effective • Innovative • Transparent • Approachable • Cooperative • Fair and non-discriminative • Hardworking and dedicated • Consistent • Considerate and interested in meeting people

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