

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Licensing Registry Clerk	3. Salary Level: 18-15	4. Division: Oceanic Fisheries Division
5. Reports To: Director of Licensing Compliance Division	6. Direct Reports: Licensing Officer	
7. Primary Objective of the Position: Filing of licensing Compliance Documents		

8. Position Overview	
9. Financial: Recurrent Budget	10. Legal: Fisheries Act and regulations
11. Internal Stakeholders: - Divisions within the Ministry of Fisheries and Marine Resources Development. To be referred to Manager: - Data or report request from other Division - Internal meetings - Other matters which are not within the daily duty of the posts	12. External Stakeholders: - 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 To be referred to Manager - Trainings required and requests - Data or reports requested from external stakeholders - 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.

Approved by: HRO MFMRD

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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
Filing of licensing Documents	- Register all fishing agreements signed, licenses issued and catches or fishing activities reports received from the fishing companies. - Proper recoding of incoming and outgoing licensing documents including letters, invitations and reports - Proper recording of incoming compliance reports such as observer reports, vessels reports, licensing documents - Proper filing of licensing documents including agreements, licenses records or issued permits, letters, invitations and reports - Proper recording of file movements - Management and updating of licensing compliance division's files. - Ordering of offices stationaries, tools and machines like computers or laptops, scanners and photocopiers - Recording and updating records for office (LCD) working tools - Meeting arrangements and photocopying or printing of documents for licensing compliance division.	- All signed agreements are properly filed, registered and managed - Well managed files and records - Updated movements of files and easily recovering of files - Complete and updated licensing and MCS documents - Proper documentations of licensing and MCS reports

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	- Liaising with stakeholders for follow-up on meetings arrangements.	
Registration of logsheets and vessels activities reports.	- Registering of incoming logsheets reports and vessels activities report on the licensing compliance division database - Filing of all licensing Compliance divisions reports - Any other tasks as may be requested by Senior officials	

10. Key Challenges	11. Selection Criteria
	11.1 PQR (Position Qualification Requirement): Education: Form 5 or Form 6 Job Training: Prerequisite:
	11.2 Key Attributes (Personal Qualities): 1. Knowledge: Filing and Office work 2. Skills: Fluent in both speaking and writing in English with management skills

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	3. Attributes
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