

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Principal Fisheries Officer	3. Salary Level: 5	4. Division: Fisheries Division
5. Reports To: Director of Fisheries	6. Direct Reports: Secretary MFOR	
7. Primary Objective of the Position: To coordinate, manage, supervise and facilitate all relevant activities of respective units (one responsible for Applied Research and one to Extension & Training)		

8. Position Overview	
9. Financial: Up to \$4,999.	10 Legal: Fisheries Act, NCS
11. Internal Stakeholders: • FMA • Head of Units • Head of Divisions • Senior Accountant • Administrators • PFO (colleague) • CBFM To be referred to Manager: • Respective Unit progress reports • Staff Performance Assessment Report • Approved and budgeted work plan • Staff leave roster plan • Staff personal matters	12. External Stakeholders: • Technical Advisors (NZ, OFCF, ICDF) • Secretaries and Directors, Gov't Ministries • CEO/Clerk to Islands Council • Mayor • Councilors • Island Council Treasurer • Relevant civil servants • Governmental/Non-Governmental Agencies • Communities To be referred to Manager • Outer island development initiatives • Training and Technical assistance • Performance assessment of extension officers. • Other fisheries related issue/matters
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
▪ KDP/KPA:	

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.

Approved by:	Date of Issue:
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▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Proper management of work activities in their respective units	Assist in the development of goals and objectives in relating to: • the management and conservation of living marine resource • the development of coastal marine resources. • national capacity to the fishermen and the general public To coordinate the Coastal Fisheries work programs in sectors or units assigned by the Director To assist in assessing performances of work programs conducted on the Outer islands Monitor work programs of each respective units assigned by the Director Consolidate progress reports from units assigned by the Director Assist in facilitating and coordinating incoming fisheries funded projects or programs	• Timely submission of divisional budget and reports. • Number of management plans and regulations activated. • Formulation of HRD plan
Strengthen solidarity and collaborative partnership	To liaise with regional and international organizations for technical assistance and/or support in any fisheries and research related activities.	• Number of Development projects implemented • Number of technical assistance provided.
	Willing to travel on official duty to both outer islands and overseas trips even on short notices and under any circumstances.	

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	Willing to carry out any other duties that the Director may deem necessary.	
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10. Key Challenges	11. Selection Criteria
- Declining of coastal fisheries resources due to over exploitation and degradation of marine ecosystems - Limited number of coastal fisheries management plans and regulations in place - Weak enforcement and limited capacity to implement coastal fisheries regulations	11.1 PQR (Position Qualification Requirement): Education: Degree in Marine Science with 3 years work experience in the fisheries related area. 11.2 Key Attributes (Personal Qualities): 1. Knowledge - Customer and Personal Service - Leadership and Management - Supervision - Computers literate 1. Skills: - Communication and extension - Reading Comprehension - Social Perceptiveness - Monitoring 2. Attributes - Efficient - Effective - Innovative - Creative - Approachable

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	○ Cooperative ○ Transparent ○ Hardworking and dedicated ○ Team work ○ Physically and mentally fit.
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