

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Senior Fisheries Assistant	3. Salary Level: 11-10	4. Division: Fisheries Division
5. Reports To: Secretary	6. Direct Reports: Director of Fisheries	
7. Primary Objective of the Position: To assist in coordination, implementation and monitoring of all ongoing fisheries programs which includes research related activities, data collection and training programs.		

8. Position Overview	
9. Financial: Nil	10 Legal: Fisheries Act
11. Internal Stakeholders: • Director of Fisheries Division • Policy Development Division • Senior Fisheries assistance (colleagues) • Administration • Senior Fisheries Officer • Fisheries Officer • Account To be referred to Manager: • Progress report • Activity plans • Project document	12. External Stakeholders: • CEO/Clerk to Islands Council • Mayor • Councilors • Fisherman Cooperatives • Teachers • Ministry of Internal Affair • Ministry of Commerce, Industry and Cooperatives • Local Community To be referred to Manager • Request letter regarding assistance in field of fisheries concerns • Progress report of Fisheries Assistant servicing Outer islands. • Returns of DW from Outer islands
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:	

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Development of programs to promote the sustainable utilization of inshore and offshore marine resources	To assist in coordination implementation and monitoring of all ongoing fisheries programs which includes research related activities, data collection and training programs offered to fishermen on outer islands.	Work program in the outer islands implemented and monitored
	To assist in with stock assessment surveys and collection of fisheries artisanal and landing data on South Tarawa including outer islands.	Number of stock assessment surveys and data collected conducted
	To assist with hatchery work involving the culturing of marine species	Number of work program developed and implemented
	To assist in the compilation of those data received from those surveys and during the absence of senior staff to be able to present a report whenever required by the Director of Fisheries.	Number of survey reports compiled and presented.
	To liaise with regional and non-regional organizations regarding fisheries research related activities, including matters on fisheries training and courses offered outside of Kiribati.	Number of overseas training attended
	Willing to travel to outer islands to assist with the implementation of fisheries Programs.	Number of fisheries program implemented in the outer islands
	To carry out any other duties that the Director may deem necessary.	Number of activities carried out as directed by the Director of Fisheries

10. Key Challenges	11. Selection Criteria
	11.1 PQR (Position Qualification Requirement):
	Education: Degree in Marine Science
	11.2 Key Attributes (Personal Qualities):
	1. Knowledge

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	○ Customer and Personal Service ○ Leadership and Management ○ Supervision ○ English Language ○ Computers and Electronics 2. Skills: ○ Speaking ○ Active Listening ○ Reading Comprehension ○ Social Perceptiveness ○ Monitoring 3. Attributes ○ Efficient ○ Effective ○ Innovative ○ Creative ○ Approachable ○ Cooperative ○ Fair ○ hardworking and dedicated ○ sharing ○ interested in meeting people
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