



**MINISTRY OF FISHERIES**  
**AQUACULTURE DIVISION**

**JOB DESCRIPTION: FISHERIES TECHNICAL OFFICER – NADURULOLOU [1 POST]**

**VACANCY NO: MFish 21/11**

**CORPORATE INFORMATION**

- 1. Position Level:** Band F
- 2. Salary range:** \$22,528.74 - \$28,883.00  
*\*Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.*
- 3. Appointment Period:** Up to 3 years
- 4. Duty Station:** Nadurulolou Research Station.
- 5. Reporting Responsibilities;**
  - a. Reports to:** Senior Research Officer-Aquaculture
  - b. Liaises with:** Divisional Heads and staff, Stakeholders, communities, government agencies and the general public.
  - c. Subordinates:** Fisheries Assistant and Government Wage Earners [GWE's].

**POSITION PURPOSE**

The position oversees the daily operations of the Nadurulolou Research Station and hatchery, including monitoring of freshwater cultured species, broodstock management and juvenile production, supervise and monitor staff activities and assist stakeholders in other aquaculture development related activities. Work with other government agencies, development partners and private partners on aquaculture production issues to ensure sustainable aquaculture practices, national food security and income generation.

**KEY RESPONSIBILITY AREAS**

The position will achieve its purpose through the following key duties:

1. Supervise and manage the operations of the Nadurulolou Research Station including staffing, finances and ensuring continuous hatchery operation activities on selected freshwater species such as Tilapia, prawn, grass carps and ornamental fish to ensure consistent supply of seedlings to all the freshwater fish farmers spread across the four Divisions;
2. Facilitate staff and farmer training programs to ensure capacity building;
3. Provide advisory services to respective aquaculture stakeholders and assist aquaculture farmers in farm management and operation activities;

4. Ensure timely weekly, monthly, quarterly and annual reporting of the aquaculture activities to immediate supervisor and assist in any other operational duties assigned by the immediate Supervisor;
5. Actively contribute to all corporate requirements of the Ministry including reporting, planning, budgeting, performance management and selection activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following key indicators:

1. Assigned activities in the Business Plan and Individual Work Plan are completed and delivered;
2. Compliance with applicable legislation, policies & procedures and service standards;
3. Timely submission of quality reports and program documentation.

### **PERSON SPECIFICATION**

A Degree in Marine Science, Fisheries Science, Aquaculture or related biological science from a recognized institution **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years' work experience in fish hatchery operations including aquaculture farm management;
2. Demonstrated knowledge of all aspects and functions of aquaculture development and fisheries management;
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **SKILLS AND ABILITIES**

1. Demonstrated ability to communicate effectively, expresses ideas clearly and coherently both verbally and in writing;
2. Ability to write scientific reports;
3. Demonstrated ability to effectively work and lead a team;
4. Demonstrated ability to analyse and formulate solutions to complex problems, in a resource constrained environment
5. High organisational skills and ability to meet strict deadlines;
6. Capacity to utilise computer programs to support the daily operations;
7. Service oriented approach with a commitment to supporting the operational/ corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Fisheries must be in sound health with a clear police record and be politically neutral. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Fisheries is an Equal Opportunity Employer. Applications are encouraged from all eligible and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.