



MINISTRY OF FISHERIES

FLEET & TECHNICAL SERVICES DIVISION

JOB DESCRIPTION: SENIOR TECHNICAL ASSISTANT [1 POST]

VACANCY NO: MFish 21/13

CORPORATE INFORMATION

1. **Position Level:** Band E
2. **Salary range:** \$19,041.75 - \$24,412.50
**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:** Lami Fisheries Station with required travel to the Northern and Western Divisions.
5. **Reporting Responsibilities;**
 - a. **Reports to:** Senior Technical Officer through the Technical Officer-Maintenance
 - b. **Liaises with:** Divisional Heads and staff, mechanical attendants, ice plant attendants, refrigeration and electrical hardware suppliers, Divisional Technical Officers, counterparts from Ministry of Infrastructure & Transport.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for the full operational and services of engines and machines including welding and fabrication, small engine servicing and vehicle maintenance and repair. The position will assist the Refrigeration and Technical Officers in undertaking major engine repairs.

KEY RESPONSIBILITY AREAS

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

1. Responsible for the general service and maintenance of all machineries, plumbing works and refrigeration units;
2. Carry out all welding and fabrication activities for the Technical Services Division;
3. To plan, stock and manage inventory of spare parts including justifications on the need to procure welding and machinery parts;
4. Maintain network links with relevant stakeholders through consultations and feedbacks;
5. Assist in any other station duties as requested by Officer in Charge (OIC);

6. 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 Trade Certificate in Mechanical Engineering, Welding and Fabrication, Refrigeration and Air Conditioning or in a related field from a recognized institution **OR** equivalent relevant work experience with a valid Full Driver's License and Defensive Driving Certificate [DDC]. 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 a similar field;
2. Working knowledge of all aspects and functions of mechanical engineering, welding and fabrication, refrigeration and air conditioning and 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. High attention to detail;
3. High organisational skills and ability to meet strict deadlines;
4. Demonstrated ability to work cooperatively within a team environment;
5. Capacity to utilise computer programs to support the daily operations;
6. 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.