



## MINISTRY OF FISHERIES

### OFFSHORE DIVISION

**JOB DESCRIPTION:** FISHERIES TECHNICAL OFFICER - INVESTIGATION [1 POST]

**VACANCY NO:** 19/10

#### 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. **Contract Period:** Up to 5 years
4. **Duty Station:** Offshore Fisheries Division
5. **Reporting Responsibilities**
  - a. **Reports to:** Fisheries Officer (Investigation)
  - b. **Liaises with:** Divisional Heads and staff
  - c. **Subordinate:** None

#### PRIMARY PURPOSE

The position coordinate the investigation process on all reported violations of the Offshore Fisheries Management Decree (OFMD), the Offshore Fisheries Management Regulation (OFMR) and international, regional, sub-regional and national policies in promoting the sustainable management of our fisheries.

#### Key Responsibility Areas

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

1. Assist in the coordination of investigation process on fishing vessels and nationals in violation to the Offshore Fisheries Management Decree and its Regulations and any other policies and legal framework pertaining to the offshore fisheries sector.
2. Ensure effective and efficient Investigation activities are carried out including the administering of the investigation process including the caution interview, interrogation processes and the drafting of charges for Director of Public Prosecution's endorsement.
3. Ensure foreign flagged vessels are respected and protocols are complied with.
4. Maintain comprehensive records of all investigations undertaken and ensure central recording of required information is updated.
5. Report to the Fisheries Officer (Investigation) on updates of the investigation process and attend to court cases as state witness and
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 indicators:

1. Assigned activities in the Business Plan and Individual Work Plan completed;
2. Compliance with applicable legislation, policies and procedures and service standards;
3. Timely submission of factual and accurate reports and programme documentation.

## **Person Specification**

In addition to a Diploma in Applied Fisheries or Degree in Marine Resource Management/Marine Affairs or equivalent relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

### **Knowledge and Experience**

1. At least 3 years relevant work experience in regional Fisheries Management of highly migratory fish stocks the necessary skills and knowledge in computing, statistics and fish biology.
2. Understands basic investigation process.
3. Knowledge in computing, statistics and fish biology.
4. Understands the Offshore Fisheries Management Decree and the Offshore Fisheries Management Regulation and any other related national laws pertaining to offshore fisheries.

### **Skills and Abilities**

1. Excellent communication skills and the ability to tactfully deal with people within the required legislative and policy framework and the ability to conduct public/community awareness programs.
2. Demonstrated ability to analyse and solve complex problems in a resource constrained environment.
3. High organisational skills and ability to meet strict deadlines.
4. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
5. Ability to lead and work cooperatively within a team environment.
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 Ministry.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Fisheries must be Fijian Citizens, under Age 55, in sound health, with a clear police record. 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 Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of the applicant.