



MINISTRY OF FISHERIES

JOB DESCRIPTION: SENIOR FISHERIES OFFICER [4 POSITIONS - EAST, CENTRAL, NORTH, WEST]

VACANCY NOS: 19/21-24

CORPORATE INFORMATION

1. **Position Level:** Band I
2. **Salary Range:** \$43,296.63 - \$44,564.50
*Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.
3. **Appointment Period:** Up to 5 years
4. **Duty Station:** East, Central, North, West and required to travel to other work locations from time to time including maritime islands.
5. **Reporting Responsibilities:**
 - a) **Reports To:** Principal Fisheries Officer through the respective Divisional Principal Fisheries Officers.
 - b) **Liaises with:** Staff from within Ministry, inter-agencies, regional organisations, stakeholders, investors and communities.
 - c) **Subordinates:** Fisheries Officer, Fisheries Technical Officer and Fisheries Assistant

POSITION PURPOSE

The position provides technical and operational support to the Principal Fisheries Officer through co-ordination and implementation of awareness, monitoring and enforcement services for the conservation and protection of the fishery resources and fish habitat and provides assistance to other agencies in coordinated efforts to enforce the law.

KEY RESPONSIBILITIES

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

1. Facilitate development, implementation and monitoring of fishery management plans including scoping and processing fishery development proposals, and monitoring and enforcing any environmental or resource management conditions.
2. Provide advice on fisheries compliance matters, conduct field operational activities and undertake investigations in relation to illegal fishing activity;
3. Ensuring proper, efficient and effective operation of the division's activities, including coordination and supervision of staff, mentoring, coaching and operations.

4. Assisting Principal Fisheries Officer to manage the Divisional projects and ensuring its implementation.
5. Promoting sustainable fisheries development and best management practices through research activities, data gathering, compilation and dissemination.
6. Timely submission of activity reports, monthly progress and quarterly reports;
7. Actively contribute to all corporate requirement of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assigned activities in the Operational Plan/ Business Plan completed
2. Efficient management of corporate functions including compliance with applicable public service legislation, and government and ministry policies.
3. Timely submission of program documentation including advice, briefings, correspondence, meeting minutes and reports.

PERSON SPECIFICATION

In addition to a University qualification in Marine Science, Marine Affairs or Biological Science from a recognised institution, or equivalent work experience; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working in a management or leadership role
2. Demonstrate sound knowledge across key areas of Fisheries Management, Fisheries compliance with sound understanding of relevant legislations and policies;
3. Experience in compliance, advisory, policy, investigations
4. Experience in Project management.
5. Understanding the Fijian Constitution (2013) and applicable laws of Fiji.

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 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 applicants.