



MINISTRY OF FISHERIES

EASTERN DIVISION

ROLE DESCRIPTION: PRINCIPAL FISHERIES OFFICER - EASTERN [1 POST]

VACANCY NO: MFish 20/66

CORPORATE INFORMATION

1. **Position Level:** Band J
2. **Salary range:** \$51,132.98 - \$65,555.10
**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:** Eastern Division, Lami.
5. **Reporting Responsibilities;**
 - a) **Reports To:** Director Fisheries (DF)
 - b) **Liases with:** Divisional staffs, Stakeholders, communities, government agencies and the general public.
 - c) **Subordinates:** Senior Fisheries Officer, Fisheries Officers, Fisheries Technical Officers, Fisheries Assistants, Government Wage Earners, Temporary workers and Administration staffs.

POSITION PURPOSE

The position will provide leadership for Fisheries operations in the Eastern Division by coordinating the effective development, provision and evaluation of fisheries policies, programs and projects according to the Ministry's vision, objectives and strategic direction. The position carries out the mandate of managing and protecting resources to enhance and sustain fish stocks in their habitat as well as overseeing staffs and finances.

KEY RESPONSIBILITY AREAS

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

1. Work effectively with stakeholders to ensure that Fisheries legislation, policies, procedures and initiatives are effectively implemented;
2. Ensures timely delivery of Business Plan activities and assigned capital projects;

3. Ensures timely submission of routine reporting on monthly, quarterly and annual basis;
4. Provide effective reports to Director Fisheries on fisheries activities and outcomes, along with recommendations for improvements and future programs;
5. Ensure that financial, assets and administrative legislation, policies and procedures are adhered to and that staffs are fully aware and in compliance;
6. Responsible for divisional project proposals, project development, planning & management;
7. Provide effective supervision and development for reporting staff, including mentoring, coaching and ensuring they have clear direction, support and understand their roles and work-plans; and
8. 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 are completed and delivered;
2. Compliance with applicable legislation, policies & procedures and service standards;
3. Timely submission of quality reports and programme documentation.

PERSON SPECIFICATION

In addition to a Degree in Marine Science, Marine Affairs or Biological Science from a recognized constitution or equivalent technical course/ certification and/ or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required for the role:

KNOWLEDGE AND EXPERIENCE

1. At least 10 years' of relevant work experience at supervisory level;
2. Practical experience in statistical analysis of fisheries data;
3. Working knowledge of the principles and requirements of Fisheries legislation;
4. Understanding of the Fijian Constitution and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Effective communication and relationship skills to liaise and coordinate with other Government agencies, the industry and the community;
2. Adaptable and ability to make decisions and action in situations of uncertainty;
3. Ability to mentor and lead a team by planning and organizing work distribution and monitoring performance and ensuring that subordinates understand their work requirements and can work effectively together.
4. Have a high level of ethics and integrity and be able to maintain confidentiality;
5. Capacity to utilize computer programs to support the operations of complex organization;
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the organization.

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, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.