



MINISTRY OF FISHERIES

EASTERN DIVISION

**ROLE DESCRIPTION: FISHERIES TECHNICAL OFFICER - EXTENSION & ADVISORY SERVICES
[1 POST]**

VACANCY NO: MFish 20/67

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 5 years
4. **Duty Station:** Eastern Division, Lami Fisheries Station.
5. **Reporting Responsibilities;**
 - a) **Reports To:** Senior Fisheries Officer-Eastern
 - b) **Liases with:** Divisional staffs, Stakeholders, communities, government agencies and the general public.
 - c) **Subordinates:** Fisheries Assistant, Fieldman.

POSITION PURPOSE

The position will facilitate the implementation of offshore fishery, inshore fishery, inland fishery and aquaculture management and development plans, infrastructure development, promotion of community-based fisheries, institutional strengthening, industry development and the re-seeding of reefs, rivers, water-ways and dams in the Eastern Division.

KEY RESPONSIBILITY AREAS

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

1. Ensure effective and efficient Enforcement operations are carried out on both land and sea;
2. Facilitate the implementation of effective licensing strategy which includes pre-licensing and post-licensing consultations with Customary Fishing Right Owners, Fishers, middleman and market vendors;

3. Coordinate market survey programs in the Province, in the market, retail outlets, industry/exporters and landing sites in the inshore/costal fisheries including the collection of catch data from fishers and facilitate the work of fish warden in the Division;
4. Facilitate the community awareness training and capacity building programs for the division;
5. Supervise the Monitoring, Control & Surveillance staff and ensure they have clear direction, support and understanding of their roles, work plans and Ministry policies;
6. Conduct community awareness of fisheries resource management, the Ministry's services and programs through the coordination, development and delivery of public education and training presentations for the public and stakeholders;
7. 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

A Diploma in Applied Fisheries, Marine Science, Marine Affairs 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' of relevant work experience with at least 1 year of supervisory exposure;
2. Working knowledge of fisheries legislation, policies and fisheries management principles;
3. Understanding of 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 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.