



## MINISTRY OF FISHERIES

### OFFSHORE FISHERIES MANAGEMENT DIVISION

**ROLE DESCRIPTION: FISHERIES ASSISTANT – ELECTRONIC MONITORING SYSTEM  
[PROJECT – 5 POSITIONS]**

**VACANCY NO: MFish 20/69-73**

#### 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 5 years (subject to availability of funds and satisfactory performance).
- 4. Duty Station:** Offshore Division, Walu Bay.
- 5. Reporting Responsibilities;**
  - a) Reports To:** Fisheries Technical Officer-Electronic Monitoring System [EMS], Offshore Division.
  - b) Liaises with:** Divisional Heads & staffs, Stakeholders, government agencies, non-government agencies and clients.
  - c) Subordinates:** Nil

#### POSITION PURPOSE

The position will implement the scientific and compliance data analysis, per the Electronic Monitoring System (EMS) project, via the harmonized Pacific Islands Forum Fisheries Agency (FFA) / Secretariat for the Pacific Community's (SPC) Pacific Islands Regional Fisheries Observer's (PIRFO) standards including report on infringements or violations.

#### KEY RESPONSIBILITY AREAS

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

1. Participate in the effective analysis coverage of the Fiji national long line EMS fleet in accordance to national, regional stakeholder priorities;

2. Produce analysed reports and footages to ensure the Ministry's service efficiency through technological development;
3. Effectively contribute to the Unit's engagement with service providers in the private sector, regional bodies and with stakeholders in order to encourage efficient best practices and knowledge sharing principles are maintained and shared;
4. Participate in stakeholder's awareness exercises in accordance to the current legal instruments and policies in order to assist the Ministry's efforts against the Illegal, Unregulated and Unreported (IUU) fishing phenomenon;
5. Ensure impartiality and independence of the analysed reports in order to maintain the Ministry's integrity and ethics standards;
6. Contribute to the organization's quality customer service via the enriched partnership through company engagement under the relevant policies, guideline and initiatives;
7. Participate and contribute to the capacity building and training processes in accordance to harmonized national and regional standards and processes;
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**

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 in a fisheries operations or management;
2. Demonstrated knowledge of observer processes;
3. Working knowledge of fisheries legislation, policies and fisheries management principles;
4. 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;
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 with minimal supervision;
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.