



MINISTRY OF FISHERIES

WESTERN DIVISION

ROLE DESCRIPTION: FISHERIES ASSISTANT - CABONI [PROJECT – 1 POST]

VACANCY NO: MFish 20/74

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:** Western Division, Caboni Fisheries Station.
5. **Reporting Responsibilities;**
 - a) **Reports To:** Principal Fisheries Officer-West, Fisheries Technical Officer-Resource Assessment & Development[RA&D] /Aquaculture
 - b) **Liaises with:** Divisional staffs, Stakeholders, communities, government agencies, regional agencies and the general public.
 - c) **Subordinates:** Fieldman.

POSITION PURPOSE

The position coordinates the daily operations of the hatchery to ensure a consistent and continuous seedling production program is executed at the new multi-species hatchery in Ra. The position also facilitates the procurement of goods and services required for hatchery operations, including procuring hatchery equipment, feed and other relevant goods and services. In addition to this, the position plays a supervisory role to the station's support staff by ensuring they conduct their work within the necessary policies of the Ministry.

KEY RESPONSIBILITY AREAS

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

1. Ensure effective and efficient Hatchery activities are carried out, including broodstock collection and management, breeding, spawning and nursing;

2. Facilitate the community awareness training and capacity building programs for the division;
3. Provide Supervisory role to the staffs and ensure they have clear direction, support and understanding of their roles, work plans and Ministry policies;
4. Timely submission of weekly, monthly and quarterly reports;
5. Attend to any other duties assigned by FTO RA&D/Aqua, SFO-West and PFO-West;
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 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 similar field;
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. Good 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.