



**MINISTRY OF FISHERIES
NORTHERN DIVISION**

JOB DESCRIPTION: FISHERIES ASSISTANT – EXTENSION (LABASA) [1 POST]

VACANCY NO: MFish 20/75

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 guideline.*
3. **Contract Period:** Up to 5 years
4. **Duty Station:** Labasa Fisheries Station
5. **Reporting Responsibilities;**
 - a. **Reports To:** Fisheries Technical Officer Extension & Advisory Services-North, Principal Fisheries Officer-North.
 - b. **Liases with:** Staff within the Ministry, inter-agencies, regional organisations, stakeholders, investors and communities.
 - c. **Subordinate:** Handyman, Labourer.

POSITION PURPOSE:

The position will facilitate the implementation of 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, waterways and dams in the Savusavu, Wailevu, Naweni and Tunuloa District.

KEY RESPONSIBILITY AREAS

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

1. Implement provision of assistance for inshore and solicit Fiji Development Bank support, subsidy assistance and other donor agencies;
2. Carry out Fisheries activities on Extension and Advisory Services including Implementation of monitoring, surveillance and enforcement programs;
3. Responsible for Issuance of inshore fishing license and revenue collector;
4. Conduct awareness to educate fisher folks for sustainability of inshore marine resources and facilitate and implement collaborative work with NGOs, other line Ministries and other stakeholders on training of fish warden and fishermen on gear technology;

5. Maintain comprehensive records of all issuance of assets and items to staff, farmers and ensure central recording of required information is maintained and updated;
6. Supervise and Manage staff at the station including allocation of duties, rostering and carrying out farm development activities as and when required.
7. Actively contribute to all corporate requirements of the Ministry, including reporting, planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

1. Assigned activities in the Business Plan and Individual Work Plan are completed and delivered;
2. Compliance with applicable legislation, policies and procedures and service standards;
3. Timely submission of required 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 work experience in Fisheries operations or management;
2. Experience in conducting public/community awareness programs;
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;
2. Demonstrated ability to analyse and solve complex problems in a resource constrained environment;
3. High organizational 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

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 of 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.