



MINISTRY OF FISHERIES

JOB DESCRIPTION: DIRECTOR FISHERIES

EOI NO: 20/04

CORPORATE INFORMATION

1. **Position Level:** Band K
2. **Salary Range:** \$59,945.18 - \$76,852.80
**Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*
3. **Appointment Period:** 6 months
4. **Duty Station:** Suva
5. **Reporting Responsibilities;**
 - a) **Reports To:** The Permanent Secretary for Fisheries
 - b) **Liases with:** Deputy Secretary, Principal Administrative Secretary, Principal Accounts Officer, Chief Economic Planning Officer, Senior Technical Officer and Fisheries stakeholders and Government Agencies.
 - c) **Subordinates:** Direct report – x8
Principal Research Officer, Principal Fisheries Officer Offshore, Principal Fisheries Officer Inshore, Principal Fisheries Officer Aquaculture, Principal Fisheries Officer Eastern, Principal Fisheries Officer Northern, Principal Fisheries Officer Western, Principal Fisheries Officer Central.

POSITION PURPOSE

The position reports to the Permanent Secretary for Fisheries and is responsible for the formulation, implementation and monitoring of Fisheries regulation and policies, the provision of sound policy advice on matters relating to policies and developments in the Fisheries sector and the efficient and effective management of the Department of Fisheries.

KEY RESPONSIBILITY AREAS

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

1. Manage Enforcement and Compliance of all Fisheries Legislations, Acts, Policies, Standard Operating Procedures and Oversee continuous improvement through the review of business practices to maintain, sustain efficient Fisheries sector.
2. Providing high level advice on strategic uses of applied fisheries science, conservation biology, social science, and fisheries management tools such as the establishment of marine protected areas, seasonal closures, size limits , allowable quotas, and gear restrictions to underwater breathing apparatus.

3. Manage and direct the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area with effective monitoring and evaluation mechanisms.
4. Develop and maintain a high level of collaboration with the multi-lateral and bi-lateral international funding agencies, the fishing industry and its respective stakeholders as well as partnerships with regional institutions and Non-Governmental Organizations.
5. Ensure that a positive image is presented by the Ministry in all its dealing with the public by directing staff in providing excellent customer service to all external and internal customers.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed strategic and workforce plans and policies are developed, endorsed and successfully implemented to enable appropriate monitoring and evaluation of services, and assessment against operational performance indicators.
2. All advice and reporting is in compliance with applicable legislation, policies and procedures and service standards.
3. Effective and timely provision of fisheries management initiatives and implementation progress to enable successful delivery of quality and timely outputs towards Executive team and stakeholders.
4. Build, maintain and sustain professional relations with staff and stakeholders through timely communication that enables delivery of activities within agreed timeframes.

PERSON SPECIFICATION

In addition to a Master's degree qualifications in Marine Science, Fisheries, Aquaculture, Marine Affairs or Biological Science or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role;

KNOWLEDGE AND EXPERIENCE

1. Not less than 10 years relevant work experience of which 6 years must be at a Senior Managerial level in a technical management environment;
2. Demonstrates broad knowledge in sustainable Fisheries Sector development issues and clear understanding of all national and global development policy and strategic issues such as the National Green Growth Framework and Sustainable Development Goals so as to stir the department actions appropriately towards the priority issues;
3. Sound knowledge of strategic planning with strong fisheries management experience and application of human resources and financial management functions.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;

2. Strong communication skills and the ability to effectively consult with others to develop and implement sound internal policy and procedures;
3. Ability to lead, manage and oversee multiple priority areas and functions to meet strict timeframes;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
5. Service oriented approach, with a strong commitment to providing quality management support services, designed to optimise staff performance to meet Ministry objectives.

PERSONAL CHARACTER

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.