



MINISTRY OF FISHERIES

AQUACULTURE DIVISION

JOB DESCRIPTION: SENIOR RESEARCH OFFICER [1 POST]

EOI NO: 20/05

CORPORATE INFORMATION

1. **Position Level:** Band I
2. **Salary range:** \$43,296.63 - \$55,508.50
**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:** Lami Fisheries Station with required travel to outer Fisheries Stations.
5. **Reporting Responsibilities;**
 - a. **Reports to:** Principal Fisheries Officer - Aquaculture and Director Fisheries.
 - b. **Liaises with:** Divisional Heads and staff, Stakeholders, Government Agencies, non-governmental organizations and the general public.
 - c. **Subordinates:** All Aquaculture staffs in Galoa, Nadurulolou and Lami Fisheries Stations.

POSITION PURPOSE

The position is responsible for coordinating and managing the activities of the Aquaculture section to achieve the effective management and sustainable development of the Aquaculture sector in Fiji. This includes advisory and technical support services to farmers, communities and stakeholders on fisheries policies, regulations and technology.

KEY RESPONSIBILITY AREAS

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

1. Ensure proper, efficient and effective operation of the aquaculture section's activities, including coordination and supervision of staff activities, finances and Nadurulolou, Dreketi and Galoa hatchery and Research station operations.
2. Assisting Principal Fisheries Officer to manage the Aquaculture projects and ensuring its implementation as per targets set in the ACP, including preparation and submission of progress reports on the same.
3. Promoting sustainable aquaculture development and best management practices through acquisition of best available scientific information, data gathering and dissemination.

4. Assisting in the preparation of relevant policies & plans and provide the best scientific and policy advice to Senior Management in order to achieve Government's broad goals and ensures the Aquaculture Sector becomes prominent in Fiji's socio-economic development and growth thus improving living standard of all stakeholders.
5. Liaising with regional and international donor organizations and research institutions for funding, training support and collaborative research initiatives which include appropriate technology and technical training support with new technology application and innovation in Aquaculture.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following key indicators:

1. All agreed activities within the Operational and Individual work plans are completed and delivered in accordance to the specified timeframe and requirements;
2. Compliance with applicable legislation, policies and procedures and service standards;
3. Timely submission of factual and accurate reports and programme documentation including advice, briefings, correspondence and meeting minutes.

PERSON SPECIFICATION

In addition to a Bachelors qualification in Aquaculture, Marine Science or related biological science or equivalent relevant work experience, the following Knowledge, Experience, Skills and Abilities are required for the role:

KNOWLEDGE AND EXPERIENCE

1. At least 6 years' relevant work experience in aquaculture development & management and fisheries management;
2. Experience in staff management and supervision;
3. Sound knowledge in developing and managing any type of aquaculture farm;
4. Experience in scientific and technical research in fisheries;
5. Knowledge in technical report writing to the expected standard;
6. Knowledge of project management;
7. Understanding of fisheries management principles;
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Ability to undertake Aquaculture research using acceptable scientific and technical research methods to draw sound conclusions and provide effective reports and recommendations;
2. Ability to write scientific reports;
3. Demonstrated ability to analyse and formulate solutions to complex problems in a resource constrained environment;
4. Service oriented approach with a commitment to supporting the operational/ corporate environment of the organisation;
5. Good organization and operations management skills to ensure station/hatchery operations are well managed and planned targets are achieved;

6. Ability to think creatively and come up with new innovation/ideas;
7. Communicates effectively and expresses ideas clearly and coherently both verbally and in writing;
8. Ability to mentor and lead a team by planning and organising work distribution and monitoring performance ensuring that subordinates understand their work requirements and can work effectively together.
9. Capacity to utilize computer programs to support operations.

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 and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.