



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Fisheries and Marine Resources

DIVISION/SECTION: Project Management

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 290-00102

MINISTRY VACANCY REF: MFMR 16/2022

POSITION TITLE: Principal Fisheries Officer (Project Admin)

POSITION LEVEL: Level 8/9

SALARY RANGE: \$2,092.85 - \$2,299.26 (fn)

THIS POSITION REPORTS TO: Chief Fisheries Officer (Project Admin)

THIS POSITION SUPERVISES: Senior Fisheries officer/Project

SECTION B - SCOPE OF DUTIES

The Ministry of Fisheries and Marine Resources is mandated to manage and develop its fisheries and aquatic resources covers the entire Solomon Islands fisheries waters, from our islands' coastlines to the 200 nautical mile exclusive economic zone (EEZ)).

The Division of Project Management supports the Ministry of Fisheries and Marine Resources to do this by leading the delivery of implementation of all national fisheries projects mandated by the Government or its partners.

This position will contribute to the corporate functions and objectives of this Ministry by (insert statement - might come from the RS Form 1 – Job Analysis Questionnaire)

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assist CFO (Project admin) to ensure implementation of activities meets the requirement of the Ministry's Corporate Plan.
- Ensure that tasks specified in the Annual Operational Plan are carried out and consistent with Corporate Plan.
- Prepare monitoring and evaluation plan for each project.
- Prepare monitoring and evaluation report of project for submission to management.
- Proper documentation of all projects, manning the project data base by ensuring the information is updated timely and regularly.
- Prepare other relevant information required for project (e.g, Project briefs).
- Prepare budget submission for each Financial year for projects to Management
- Track changes in projects budgets, activities and report to supervisor.

- Develop and maintain working relationships with contractors and subcontractors.
- Compliance with;
 - With Fisheries Act 2015
 - PFM Act 2013
 - With Fisheries Regulations 2017,2018:
 - With MFMR procedures and processes (Administration and Technical)
 - With Public Service Code of Conduct
 - With Public Service General Orders.
 - With Financial Instructions.
 - With SIG procurement and contracts administration
- Identify personal development needs and build new skills and competencies
- Attend trainings and conferences pertaining to project management both locally and regionally.
- Liaise with key stakeholders for technical advice and assistance on fisheries development aspirations.
- Lead and/or participate in working groups and represent MFMR as required.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

(This should be a dot-pointed list of specific duties which clearly outlines what is required of the incumbent. The last entry is mandatory and must appear in all public service JDs regardless of position title and/or level. Your Ministry's Corporate Plan may also help you to identify key duties.)

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Section work plans are developed and implemented on time and to budget.
2. Projects are appraised and facilitated by the relevant division.
3. Projects are implemented according to annual work and procurement plans.
4. All projects are monitored and reported on in a timely manner.
5. Management is informed of any issues or delays in good time
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

*(This list can contain however many key deliverables you think are required to meet the key duties, i.e. some positions may have three or four key deliverables, others may have five or six. Just remember, key deliverables need to be **SMART** - **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely. The last entry (Attendance, CoC) is mandatory and must appear in all JDs regardless of position title or level)*

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

Bachelor level degree in Project Management, Economics or any relevant degree.

Desirable Qualifications

- *List any desirable qualifications. In this case it might be desirable for the incumbent to hold a qualification but not compulsory if the applicant has relevant knowledge, experience and the right attitude. For example, it is desirable (but not mandatory)*
- Capabilities Required
- *Work experience for 3 years.*

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Demonstration of strong scientific /technical abilities and skills.

KSC2. Demonstration of strong management skills

KSC3. Strong team player

KSC4. Honest, reliable and trustworthy

KSC5. Self - motivated with ability to work independently.

KSC6. Ability to meet deadlines

KSC7. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

*(The Key Selection Criteria summarises the type of experience, skills & ability, knowledge and attitude required to perform the role. A well-developed KSC makes the process of short-listing applications easier because applicants have to align their experience, skills & ability, knowledge and attitude to the KSC when they apply for the role. If you need more help with this process, refer to the **Completed Job Description** in the Sample Forms section and the **Step by Step Instructions for developing a JD and KSC** in the Other Tools section. Try not to have too many KSC, 5 or 6 is usually best.)*

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$2,092.85 - \$2,299.26**

Annual Salary: **\$54,414.22 - \$59,780.68**

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- *A: a fortnightly housing allowance of \$209.29 per fortnight*
- *B: An annual Travelling allowance of (Refer to GO).*

(for example, list the applicable housing allowance or any other benefit that is attached to the position)

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

.....
Date Approved

Additional Comments: