



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** FISHERIES AND MARINE RESOURCES

**DIVISION/SECTION:** OFFSHORE /STATISTICS & INFORMATION

**POSITION NAME:** SENIOR FISHERIES OFFICER-(Data Entry Clerk)

**VACANCY REF:** MFMR 30/2022

**DUTY STATION:** HONIARA

**POSITION NUMBER:** 290-00018

**POSITION LEVEL:** 7/8

**SALARY RANGE:** \$1,848.59- \$2,084.68

**THIS POSITION REPORTS TO:** PRINCIPAL FISHERIES OFFICER & CHIEF  
FISHERIES OFFICER -STATISTICS & INFORMATION SECTION

**THIS POSITION SUPERVISES:** FO-Statistics

### SECTION B - SCOPE OF DUTIES

The Senior Fisheries Officer position will be responsible for monitoring incoming logsheet by vessel, ensure they are up to date, and follow up with companies to submit late log sheet within the prescribed period. Ensure the unloading data from fishing companies are entered into the system. Will highlight any ongoing data issues and report any inconsistency flow of log sheet data, overdue submission of log sheets and vessel licence updates to immediate supervisors. Work on the preparation of statistical reports on Tuna and Marine export reports, perform the fisheries data analysis, and draft summaries as per reports for internal use and publication. Assist with the pre fishing inspection and monitoring of marine export consignment and

do checking and verifying of elogs received for confirmation from FIMS database. Also, assist to use eRecap tool to reconcile log sheet submission with VMS data and follow up with companies for missing data. Liaise with domestic, foreign fishing companies, SPC, FFA and other stakeholders on matters relating to fisheries data. Undertake any other responsibilities as directed by the superiors.

## **SECTION C - KEY DUTIES**

### **1. Section Management, administration and communication**

- High light any ongoing data issues to attention of the Offshore Management team
- Report immediately to immediate supervisors any inconsistency flow of logsheet data overdue for submission and issues with vessel licence update listing.

### **2. Ministry's management, administration and communication**

- Monitor incoming log sheet by vessel and ensure they are up to date and follow up with companies to submit as per prescribed period.
- Involve in Pre-fishing inspection, checking and monitoring of Marine export consignment prior to shipment.
- Follow up with unloading data from fishing companies and ensure are entered into the system.
- Responsible for preparation of statistical reports on Tuna & Marine export report summaries.
- Perform fisheries data analysis and prepare draft statistical reports, summaries and graphical presentations for internal use and publication.

### **3. Regional and international obligations**

- Checking and verifying of elogs received before confirming to absorb into FIMS database.
- Assist with the use of eRecap tool to reconcile log sheet submission with VMS data and follow up with fishing companies for missing data.
- Assist with the preparation of FAO Annual Statistics Information.

- Liaise with domestic, foreign fishing companies, SPC, FFA and other stakeholders on matters relating to fisheries data.

#### **4. Other responsibilities**

- Undertake any other responsible as directed by your superiors.

### **SECTION D - KEY DELIVERABLES**

#### **Management**

- Quality data is entered in time.
- Timely fisheries statistics can be generated.
- Effectively managed the fisheries raw data provided by fisheries industries and individuals.
- Good relationships with internal and external stakeholders.

#### **Technical**

- Better decision can be made from up to date reports.
- Effective and efficient liaison with national, regional and fishing industries.
- National and regional data requirement are met.

### **SECTION E – QUALIFICATIONS AND CAPABILITIES**

#### **Mandatory Qualifications**

- BSc in fisheries management and development, marine affairs, fisheries administration, or equivalent.

#### **Capabilities Required**

- Knowledge of Tuna fisheries.
- Knowledge of Inshore fisheries.
- Knowledge of Provincial/Community fisheries.
- Knowledge of SI fisheries legislation.
- Communication.
- Proficient user of standard computer programs.
- Report writing.

## **SECTION F - KEY SELECTION CRITERIA**

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

### **KSC1. Experience:**

- Bachelor Science/Fisheries management and development, Marine affairs, Fisheries administration or equivalent.
- Database management system

### **KSC2. Knowledge:**

- Knowledge of Tuna fisheries.
- Knowledge of Inshore fisheries.
- Knowledge of Provincial/Community fisheries.
- Knowledge of SI fisheries legislation.

### **KSC3. Skills and Ability**

- Communication.
- Proficient user of standard computer programs.
- Report writing.

### **KSC4. Public Service Values and Ethics**

- Must demonstrated a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- Must have a clean Police Criminal Record.

## **SECTION G - TERMS AND CONDITIONS**

Fortnightly Salary: (\$1,848.59- \$2,084.68) Annual Salary: (\$48,063.34-\$54,201.68)

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- *A. A fortnightly housing allowance of \$267.91*
- *B. An annual Travelling allowance of (Refer to GO)\$2,500.00*

**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:*

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**Permanent Secretary/Responsible Officer**

**Date Approved**

*Additional Comments:*