



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIVISION: Provincial Fisheries

DUTY STATION: Auki, Malaita Province.

POSITION NUMBER: 290-00114

MINISTRY VACANCY REF: MFMR 19 /2021

POSITION TITLE: Chief Fisheries Officer

POSITION LEVEL: L10/11

SALARY RANGE: \$2,599.16 -\$2,941.85 (F/N)

THIS POSITION REPORTS TO: Deputy Director, Provincial Fisheries

THIS POSITION SUPERVISES: Principal Fisheries Officer, Senior Fisheries Officer and Fisheries Officer

SECTION B – SCOPE OF DUTIES

The Ministry of Fisheries and Marine Resources is mandated to provide advice to the Government on all matters relating to fisheries and aquaculture, 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 Provincial Fisheries Division, supports the Ministry of Fisheries and Marine Resources, the Provincial governments and other related fisheries agencies to develop fisheries business opportunities and to promote ecologically sustainable management of fisheries in provincial waters,

This Position will contribute to the corporate functions and Objectives of this Ministry by: Providing Support and Technical Advice to the MFMR Executive management on the developments of activities within the PFD and to provide appropriate advice to the Provincial Government on issues pertaining to Development, Management, and Protection of Inshore Fisheries in Provincial Areas in accordance with the provisions of the Provincial Government Act / Fisheries Ordinance.

The Chief Fisheries officer's post is mandated to leads the Malaita Provincial Fisheries Team to implement the Division's Strategy along with agreed Provincial, National, regional and international management measure for the effective management of the Country's Fisheries resources relevant Government Priority programs such as in the DCCG Re-direction policy. Etc.

To Increase commercial opportunities and improved livelihoods for rural fisheries.

SECTION C-KEY DUTIES

This position is required to undertake the following duties:

- **A.** Responsible for the preparation and the overall supervision of the Provincial Fisheries offices Annual operation plan in the xxxxxx province, implementation and monitoring of activities to be consistent with MFMR annual Operational Plans.
- **B.** Responsible for the Monitoring and evaluation of operations and management of Provincial Fisheries centres and Constituency fisheries centres.
- **C.** Represent MFMR management to monitor, facilitate proceedings and the development of major fisheries development projects in their respective provinces.
- **C.** Provide an advisory role to the Respective Provincial Government, in the area of Fisheries Development, Resource Management and other Fisheries related development Potentials for the province, represent the Provincial fisheries office at Provincial government executive meetings.
- **D.** . Production of quarterly, annual reports and updates of office activities, alert MFMR and provincial executive management on any issues or risks that impacts respective provincial fisheries.
- **E.** Manage staff, office assets and other resources of respective Provincial Fisheries office.
- **F.** Ensure that all Provincial Fisheries officer's the general fishing communities are in line with relevant legal requirements such as the: The Fisheries ACT, Regulations, Public Service Financial Instructions, the Public service code of ethics, the Public Service General orders and the requirements of the Audit ACT.
- **G.** Identify staff personal development needs, to ensure new skills and competencies, Implementation of policies, procedures and work place practises in Provincial Fisheries staff are underpinned by appropriate skills enhancement training and development.
- **H.** Facilitate community consultations, negotiations on fisheries development and resource management programs.
- **I.** Facilitate marine reef and underwater research programs such as Scuba diving, visual census and surveys, compliance, monitoring and evaluation activities.
- **J.** Provide support to Facilitate fisheries workshops, FAD programs, Community Based Resource Management activities in Fishing communities.
- **K.** Carry out Compliance, monitoring and evaluation activities, in accordance to Fisheries regulations, Provincial ordinances and other fisheries legislations.
- **L.** Undertake any other duties as reasonably required or directed by Deputy Director PFD.

SECTION D – KEY DELIVERABLES

1. Provincial Fisheries Annual Operation Plan and its budget is developed and completed before each fiscal year and Annual Operation Plan is completed and delivered at the end of each fiscal year.
2. Provincial Fisheries centres and sub centres operating viably.
3. Provincial government and MFMR prioritised fisheries programs are implemented in the provinces.
4. Provincial Fisheries staff recommendations and appraisals completed and submitted.
5. Provincial Fisheries annual report produced at the end of year.
6. Consultations facilitated, PFD fisheries related issues with provincial governments and fishing communities addressed.
7. Provincial Fisheries officer's welfare and issues addressed.
8. Community Fisheries development programs, surveys, workshops, and Community Resource Management programs facilitated in communities.
9. Inventory of Provincial Fisheries Assets completed and monitored.
10. Other duties as required by the Deputy Director Provincial are facilitated.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Degree in Tropical Fisheries development or any related field in Fisheries development studies at a recognized tertiary institution, With at least 1 year experience within the Ministry of Fisheries and Marine Resources.

Desirable qualifications

- Degree in environmental science, Diploma in fisheries studies, experience in fisheries work.

Capabilities Required.

Can works under minimal supervision, demonstrate leadership capabilities outlined in the IPAM leadership & Management Frame work.

SECTION F – KEY SELECTION CRITERIA

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

KSC 1. A degree in Tropical Fisheries development or a related field of Fisheries development studies.

KSC 2. At least one years' work experience in the MFMR and fisheries management and administration, with at least two years' experience working in fisheries development programs at the Province level.

KSC 3. Have good communication and extension skills, and able to travel extensively to the Provincial centres and communities.

KSC 4. Have a good knowledge in resource management, technical fishing skills and fisheries activities in the provinces.

KSC 5. Have the ability to work under minimal supervision and outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct.

KSC 6. Have a clear Police record.

SECTION G – TERMS AND CONDITIONS

Fortnightly Salary: \$2,599.16 - \$2,941.85

Annual Salary: \$67,578.21 - \$76,488.05

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- A. Rental eligibility - \$3,300.00 per month or Housing allowance - \$259.92 per fortnight
- B. Traveling expense - \$2,500.00
- C. Annual Leave passage for holiday destination (both ways)

SECTION H – APPROVALS (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 objective.



1st October 2021

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Permanent Secretary/Respectable Officer

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Date Approved

Additional Comments: