



## RS FORM 2 - JOB DESCRIPTION

### **SECTION A – POSITION DETAILS**

#### **MINISTRY OF FISHERIES AND MARINE RESOURCES**

**DIVISION:** PROVINCIAL FISHERIES

**DUTY STATION:** Tingoa, Renbel Province

**POSITION NUMBER:** 290-00079

**MINISTRY VACANCY REF:** MFMR 15/2021

**POSITION TITLE:** Fisheries Officer

**POSITION LEVEL:** 6/7

**SALARY RANGE:** \$1,544.17 - \$1,838.66 (F/N)

**THIS POSITION REPORTS TO:** Principal Fisheries Officer

**THIS POSITION SUPERVISES:** Provincial government direct employed officers.

### **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 Fisheries officers post is mandated to provide support to lead the Isabel 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 operation, safe keeping and the maintenance of Prov. Centre machineries such as Ice machines, Generators, Boat and Outboard motors and other centre machines and tools.
- **B.** Assist in providing information to the Respective Provincial Government, in the area of Fisheries Development, Resource Management and other Fisheries related development Potentials for the province, and the operation the provinces fisheries centres
- **C.** Assist the CFO/PFO in the development of quarterly, annual reports and to provide updates of office activities, alert MFMR and provincial executive management on any issues or risks that impacts respective provincial fisheries and provincial centre operations.
- **D.** Use and to ensure assets are used according to assets management guidelines.
- **E.** Carry out Annual Operation plans and to guide the general fishing communities to be 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.
- **F.** Provide technical and logistic support to MFMR divisional activities in their respective provinces.
- **G.** Provide community visitations provide fish marketing, fish quality and general extension services in fisheries and aquaculture programs.
- **H.** Provide support in marine reef and underwater research programs such as Scuba diving, underwater visual census and surveys,
- **I.** Provide support in Compliance, monitoring and evaluation activities, in accordance to Fisheries regulations, Provincial ordinances and other fisheries legislations.
- **J.** Provide support to facilitate fisheries workshops, Fish aggregation Device programs, Community Based Resource Management activities in Fishing communities.
- **K.** Undertake any other duties as reasonably required or directed by PFO Provincial.

## **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. Community Fisheries development programs, surveys, workshops, and Community Resource Management programs facilitated in communities.
8. Inventory of Provincial Fisheries Assets completed and monitored.
9. Other duties as required by the Deputy Director Provincial are facilitated.

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

### Mandatory Qualifications

- Diploma in Tropical Fisheries development or any related field in Fisheries development studies. With at least 1-year experience within the Ministry of Fisheries and Marine Resources.

### Desirable qualifications

- Certificate in environmental science, Certificate in electrical and refrigeration, 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 Diploma 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, written English 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.

KSC5. Have knowledge in the operation and general maintenance of Ice machines, generators and Out board motors.

KSC 6. 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 7. A Police and Medical clearance certificate.

## **SECTION G – TERMS AND CONDITIONS**

**Fortnightly Salary:** \$1,544.17 - \$1,838.66 (F/N)

**Annual Salary:** \$40,148.34 - \$47,805.20

**Annual Leave entitlement:** 20 days

### **Other Conditions of Service relevant to this position:**

- A. Rental eligibility - \$2,500.00 per month or Housing allowance - \$231.63 per fortnight
- B. Traveling expense - \$2,500 for Annual Leave
- C. Leave passage from duty to 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.



1<sup>st</sup> October 2021

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**Permanent Secretary/Respectable Officer**

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**Date Approved**

*Additional Comments:*