



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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**MINISTRY OF FISHERIES AND MARINE RESOURCES**

**DIVISION/SECTION:** Offshore Division/ Compliance

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** 290-00043

**MINISTRY VACANCY REF:** MFMR 22/2021

**POSITION TITLE:** Senior Fisheries Officer/Compliance

**POSITION LEVEL:** 7/8

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

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

**THIS POSITION SUPERVISES:** Nil

### SECTION B –SCOPE OF DUTIES:

This Compliance position will be much engaged with monitoring, controls, provides surveillance and enforces the fisheries law to provide effective compliance services to the stakeholders of the Ministry. The position is responsible also for the Ministries Catch Documentation Scheme of its Tuna fisheries industry ensuring the collection of quality data and information in delivering the Ministry's Compliance Strategy.

### SECTION C –KEY DUTIES

**This position is required to undertake the following duties.**

1. Implement the activities of section consistent with MFMR Annual Operational plan;
2. Conduct timely Port boarding inspections and clearance, and monitoring of fishing vessels in Port.
3. Engage in EEZ Monitoring, control and Surveillance trips when required;
4. Develop and implement effectively Standard Operating Procedures (SOPs);
5. Investigate infringements cases and submit reports to Director in a timely manner;
6. Liaise with industry to gather quality data and information on vessels operations;
7. Perform any other duties that may be required by your superior.

### SECTION D – KEY DELIVARABLES

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

1. Compliance annual work plan and Strategy implemented.
2. High quality error free data and information produce;
3. Low or little occurrence of illegal, unreported and unregulated (IUU) fishing in our waters;
4. Industry effectively meets its obligatory reporting.
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E –QUALIFICATION AND CAPABILITIES**

- Bachelor Science/BA Marine Affairs. in fisheries management and development, operations, or equivalent
- Minimum of two years' experience in a relevant technical field;
- Experience in working with tuna fishing industry
- Experience in working in teams.
- Proficient user of Microsoft applications.

## **SECTION F – KEY SELECTION CRITERIA**

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

- KSC1. Bachelor Science/BA Marine Affairs. in fisheries management and development, operations, or equivalent  
KSC2. Well-developed customer service skills  
KSC3. Experience in managing a small team  
KSC4. Honesty  
KSC5. Show Leadership skills  
KSC6. Confident and able to deal with difficult situations (or brave and outspoken)  
KSC7. Able to work unusual hours

## **TERMS AND CONDITIONS**

**Fortnightly Salary:** \$1,848.59 - \$2,084.68.

**Annual Salary:** \$\$48,063.39 - \$54,201.70


**Annual Leave entitlement:** 28 days

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

- A: a fortnightly housing allowance of \$258.85
- B: An annual Travelling allowance of (Refer to GO)
- C, Leave passage

## **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:*



1<sup>st</sup> October 2021

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**Permanent Secretary/Responsible Officer**

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**Date Approved**

*Additional Comments:*