



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIVISION/SECTION: LICENSE SECTION

DUTY STATION: HONIARA

POSITION NUMBER: 290-00146

VACANCY REF: MFMR 23/2021

POSITION TITLE: Senior Fisheries Officer

POSITION LEVEL: L7/8 **SALARY RANGE Annual:** \$1,848.59 - \$2,084.68 (fn)

THIS POSITION REPORTS TO: Responsible to: CFO-License

THIS POSITION SUPERVISES: FO (Verification Inspection – 2 Officers)

SECTION B – SCOPE OF DUTIES:

The Senior Fisheries Officer License, will supervisor small teams (Licensing, Statistics, Observer Rep, and EM/ER Officers), to facilitate verification inspections on all fishing vessels when they come into port, as well as Onshore Processing Facilities as part of their Licence application process annually. The purpose of the position is to ensure that inspections are conducted quickly; that the applications are assessed against the iFIMs information and findings provided the evidence base so that recommendations can be made to Senior Licensing Officers.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- To organise the facilitation of rigorous verification inspections according to SOPs.
- To coordinate the facilitation of verification inspection reports.
- For quality control be fully aware of document differences by name but know how to recognise what is actually required under SI Fisheries Management Act.
- Liaise with Fishing Master / Captain.
- Lead the inspection teams from the planning of rosters through to the 'sign off' of the verification inspection reports.
- Responsible for the OHS & W of the inspection team.

- Responsible for planning and scheduling of inspection teams including logistics.
- Contribute to leadership within the Licensing Team, including participation in team meetings and debriefs.
- Prepare reports for Section Management including specific reports for each vessel and processing facility.
- Provide detailed, timely verification inspection reports.
- Prepare a special training course (in consultation with other stakeholders and advisors) for new team members.
- Identify personal training requirements and advise CFO-L.
- Undertake any other duties as reasonably required or directed by the Chief Fisheries Officer licensing or DDO.

SECTION D - KEY DELIVERABLES

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

- Timely '*Verification inspection Reports*'.
- Team Supervision (Statistics, EM/ER & Observer Officers).
- Coordination of inspections.
- Recommendations for PFO and CFO according to Licencing Standards and requirements.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

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

Desirable Qualifications

- Degree in Environmental sciences

Capabilities Required

- Knowledge of tuna and/or other fisheries
- Knowledge of Inshore Fisheries
- Knowledge of Provincial/Community Fisheries
- Knowledge of fisheries economics
- Knowledge of SI fisheries legislation
- Project management
- Communication
- Report writing
- Proficient user of standard computer programs

SECTION F - KEY SELECTION CRITERIA

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

KSC1. BA or BSc in fisheries management and development, marine affairs or equivalent.

KSC2. Knowledgeable on Fisheries licensing, management and development and fisheries MCS issues.

KSC3. Knowledge:

- Good understanding of FMA 2015, MFMR Fisheries Policy, Corporate Plan and the TMDP.
- Good knowledge of Licensing process and procedures, MCS and other offshore section functions in the Ministry of Fisheries and Marine Resources.
- Public Service Code of conduct, General Order (GO), Financial Instruction and requirements.
- Good understanding of the tuna industry.
- Knowledge of Fisheries Management and development regimes nationally, regionally and internationally.
- Good knowledge of fishing vessel register in the following fisheries regional bodies;
 - PNA
 - FFA
 - WCPFC
- Knowledgeable on Conservation and Management Measures of the Tuna Commission and the FFA/PNA regional Harmonised Minimum Terms and Conditions (HMTCs).

KSC4. Skills and Ability:

- Knowledge of tuna and/or other fisheries
- Knowledge of Inshore Fisheries
- Knowledge of Provincial/Community Fisheries
- Knowledge of fisheries economics
- Knowledge of SI fisheries legislation
- Project management
- Communication
- Report writing
- Proficient user of standard computer programs

KSC5. Public Service Values and Ethics:

- Must demonstrate 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: \$48,063.39 - \$54,201.70

Annual Leave entitlement: *28 days per calendar year*

Other Conditions of Service relevant to this position:

- 10% percent housing allowance will be given if house is not provided.
- Rental entitlement as stipulated in PSRS & GO Chapter H Section 1(103)
- Entitle for leave passage to home Island during annual leave.

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:



1st October 2021

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: