



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY OF FISHERIES AND MARINE RESOURCES

DIVISION: Provincial Fisheries

DUTY STATION: Lata, Temotu Province

POSITION NUMBER: 290-00098

MINISTRY VACANCY REF: MFMR 21/2021

POSITION TITLE: SENIOR FISHERIES OFFICER

POSITION LEVEL: 7/8

SALARY RANGE: \$1,848.59 - \$2,084.68 (F/N)

THIS POSITION REPORTS TO: Chief Fisheries Officer/ Principal Fisheries Officer (Temotu Province)

THIS POSITION SUPERVISES: Provincial Fisheries 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 Senior Fisheries officers post is mandated to provide support to lead the Temotu 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.** To support the provincial fisheries supervising CFO/PFO for the preparation and the overall facilitation of the Provincial Fisheries Offices Annual operation plan in the Temotu province, and monitoring of activities to be consistent with MFMR annual Operational Plans.

- B. Responsible for the operation and management of Provincial Fisheries centres.
- C. Assist in the 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 executive meetings.
- D. Assist the 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.
- E. Develop, update and to ensure assets are procured and used according to assets inventory and management guidelines.
- F. 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.
- G. Support CFO/PFO 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. Provide support to CFO/PFO facilitate community consultations, negotiations on fisheries development and resource management programs.
- I. Lead in marine reef and underwater research programs such as Scuba diving, underwater visual census and surveys,
- J. Carry out Compliance, monitoring and evaluation activities, in accordance to Fisheries regulations, Provincial ordinances and other fisheries legislations.
- K. Lead to facilitate fisheries workshops, Fish aggregation Device programs, Community Based Resource Management activities in Fishing communities.
- L. Provide support to MFMR HQ Divisions facilitate activities in the Temotu province.
- M. 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. 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 and Medical record.

SECTION G – TERMS AND CONDITIONS

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

Annual Salary: \$48,063.39 - \$59,201.70

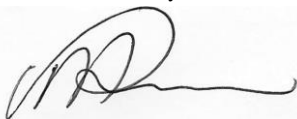
Annual Leave entitlement: 28 days (plus 2 or 4 days traveling days)

Other Conditions of Service relevant to this position:

- A. Rental eligibility - \$2,700.00 or Housing allowance of \$277.29 per fortnight
- B. Traveling Expenses - \$2,500.00
- C. Leave passage from duty station 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.



Permanent Secretary/Respectable Officer

1st October 2021

Date Approved

Additional Comments: