

JOB DESCRIPTION FOR SENIOR POSITIONS

POST DESCRIPTION		
1	Ministry/Department: Ministry for Fisheries	
2	Job Title: Principal Fisheries Officer, Aquaculture Development	
3	Band: I Scale \$30,240 - \$45,360	Post Number: 1. FY2017_18 Location: Nukuálofa
4	<p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To identify, develop, trial, and prove the aquaculture of species identified as having the potential to support profitable new industries in Tonga. 2. To manage and monitor the daily operations of the Aquaculture Development Section, including supervising staff and contractors, and donor project international experts. 3. To develop proposals for potential donor funding and regional agency technical support. 4. To manage resources, assets and projects in Tongatapu head office, and in outer islands. 5. To liaise with industry and coastal communities, provide training, and promote alternate livelihood strategy relevant to aquaculture. 6. To prepare high quality technical reports relating to aquaculture projects. 	
	Key Results Area	Performance indicators
5.1	<p>Planning and Management</p> <ul style="list-style-type: none"> • Develop, implement and monitor annual work plan • Assist in preparation and review of the Divisional Plan and Ministry Corporate Plan • Establish and maintain working procedures to deliver efficient and effective aquaculture services. • Implement Staff Performance Management System 	<ul style="list-style-type: none"> • Work plan completed on time • Contributions and reports completed on time
5.2	<p>Budgeting and Finance</p> <ul style="list-style-type: none"> • Prepare Section's Annual budget for inclusion in the Corporate and annual management plans of the MoF • Manage Section's Budget 	<ul style="list-style-type: none"> • Budget Completed on time • Comply with Finance and Budget Policy
5.3	<p>Reporting</p> <ul style="list-style-type: none"> • Prepare and submit section annual (quarterly & 6 months) reports • Technical reports on all projects completed in accordance with project timetable 	<ul style="list-style-type: none"> • Reports submitted on time

5.4	<p>Leading</p> <ul style="list-style-type: none"> • Participate at the Heads of Section meeting, other national meeting and regional meetings when required • Lead all aquaculture projects from inception to completion • Ensure that the Section’s job descriptions are complete and up-to-date. • Lead the planning of production targets for hatcheries, export and communities adopting an aquaculture development plan. 	<ul style="list-style-type: none"> • Overseas trip report completed after 2 weeks of returning from meeting. Number of meetings attended • Job descriptions completed on time on approved format
5.5	<p>Performance Appraisal Management / Staff Supervision</p> <ul style="list-style-type: none"> • Regularly assess and monitor aquaculture support staff performance (annually/6months/quarterly) • Ensure the section staff understand their performance targets, MoF objectives, values, impact, outputs and outcomes • Ensure job descriptions for staff are complete and up-to-date • Implement and monitor Staff Performance Management System 	<ul style="list-style-type: none"> • Staff perform to a high standard and meet objectives • Positive feedback from staff • Job descriptions registered and up to date
5.6	<p>Technical KRA - Aquaculture growth</p> <ul style="list-style-type: none"> • Develop Aquaculture Development Plans for each species whilst ensuring compliance with Aquaculture Management Act 2003 and Regulation 2008, in consultation with fisheries stakeholders and relevant section of the Ministry 	<ul style="list-style-type: none"> • Aquaculture Development Plans implemented
5.7	<p>Technical transfer</p> <ul style="list-style-type: none"> • Ensure technical transfer of skills to fisheries communities to assist with implementation of development plans • Ensure that implementation of species development plans is linked closely with Community Based Fisheries management and development programs 	<ul style="list-style-type: none"> • Training and capacity building undertaken as necessary

5.8	<p>Aquaculture Center</p> <ul style="list-style-type: none"> • Manage the aquaculture centre work plan activities • Advise stakeholders and interested parties on the suitability of proposed aquaculture sites for selected species • Develop cultivation techniques for endemic or introduced species of likely commercial importance • Identify and support new aquaculture ventures including technology transfer and extension services • Maintain professional relationships with international and regional aquaculture agencies • Seek donor funding for aquaculture research project • Ensure the application of sector policy • Manage water quality parameters data at mariculture centre included Fanga’uta Lagoon 	<ul style="list-style-type: none"> • Monthly Division performance report • Monthly Work schedule • Funds secured • Executive minutes • Executive minutes • Project proposal • License applications • Monthly Division report & Survey result
5.9	<p>Convention for International Trade of Endangered Species (CITES) and Animal Health (OIE)</p> <ul style="list-style-type: none"> • Monitor trade of endangered species into and out of Tonga • List any marine species occurring in Tongan waters in reference to IUCN list (i.e. Appendix I, II, III). • Establish marine aquatic risk assessment plan to determine any potential disease risks for aquaculture commodities introduced into Tongan waters 	<ul style="list-style-type: none"> • Division monthly export report • Project proposals • Aquatic risk assessment plan
5.10	<p>Inshore Fisheries Resources Assessment</p> <ul style="list-style-type: none"> • Establish and extend survey areas throughout Tongan groups for selected commercial and subsistence fishery resources had significant impact direct/indirect to the livelihood of the fishers and stakeholders. 	<ul style="list-style-type: none"> • Survey report/Annual report • Donor fund secured

	<ul style="list-style-type: none"> • Prepare project proposal for donor technical assistance programme 	
5.11	<ul style="list-style-type: none"> • To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002 	<ul style="list-style-type: none"> • Comply with the Fisheries Management Act 2002
5.12	<ul style="list-style-type: none"> • Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) • Internal Policies (verbal & written) 	<ul style="list-style-type: none"> • 100% compliance with PSC requirement • PM assessment report/form
5.13	<ul style="list-style-type: none"> • Any other duties directed by the Head Department/Division 	<ul style="list-style-type: none"> • duties completed on time
6	Reports Directly to:	Deputy CEO Fisheries Science Division
7	PERSON SPECIFICATION FOR THIS POST	
	Special Skills:	<ul style="list-style-type: none"> • Excellent understanding of all aspects of technical elements of aquaculture operations including hatchery, and grow out stages for shellfish, crustaceans, and fin fish. • Good public relations skills • Good oral and written communication skills • Excellent Computer skills
	Communication and Language Skills:	<ul style="list-style-type: none"> • Fluent in both English & Tongan languages
	Personal Attributes:	<ul style="list-style-type: none"> • Highly motivated, trustworthy and dependable • Honest and committed to work • Transparent, responsive, supportive, receptive and accountable to effective delivery of services to clients Leadership and Managerial • Punctual • Self-motivated and practical • Assertive and Team-worker
	Education & Experience:	<ul style="list-style-type: none"> • Bachelor Degree in Fisheries/Marine Science/Aquaculture, Biological and Environmental Sciences or any relevant field from a recognized institution with at least five (5) years of relevant working experience at senior management level in Government or Private Sectors.

		<ul style="list-style-type: none"> • OR Masters and/or higher qualification degree in Fisheries/Marine Science/Aquaculture, Biological and Environmental Sciences from a recognized institution with at least three (3) years of relevant working experience at senior management level in Government or Private Sectors. <p>Desirable</p> <ul style="list-style-type: none"> • Specialized training (aquaculture training and farming activities, hatchery, marine species identification skills) • SCUBA diving certificate • Advance tertiary course in Aquaculture Fisheries and Business management • Aquaculture skills (professional) – Marine and freshwater species. • Good background on Biology research.
8	CORE COMPETENCIES	STANDARDS
8.1	Communication	<ul style="list-style-type: none"> • Communicates effectively with all staff in the Organization • Effectively manage communication regarding highly and sensitive information • Promotes open communication with subordinates
8.2	Integrity/Accountability	<ul style="list-style-type: none"> • Promotes sustaining of required values in the Organization • Accept mistakes and failure and be responsible for identifying an immediate solution
8.3	Output Oriented	<ul style="list-style-type: none"> • Deliver high quality results on time and in line with the outputs of the Division • Identify problems in advance and take the most appropriate action
8.4	Teamwork and Collaboration	<ul style="list-style-type: none"> • Focus on situations and issues or behaviors and not individuals • Always consider the relativity of any action taken towards a responsibility • Contribute to developing and maintaining

		positive team work spirit
8.5	Customer Focus (internal and external)	<ul style="list-style-type: none"> Seeks customer feedback, listens effectively and provides and follows through on solutions Takes personal responsibility for ensuring any issues raised by customers are responded to promptly
8.6	Confidence Level	<ul style="list-style-type: none"> Displays confidence in interacting with customers/stakeholders at all levels of responsibility, and in all parts of the organization Willing and confident to accept failures and mistakes and addresses conflict directly to resolve issues
8.7	Job Competence	<ul style="list-style-type: none"> Carries out the assigned tasks outline in this job description Possesses required set of skills, knowledge, experience with the right set of attitude to deliver the required task
8.8	Commitment	<ul style="list-style-type: none"> Follows through on obligations and commitments made to others Strengthens commitment by soliciting diverse points of view
8.9	Motivating Others	<ul style="list-style-type: none"> Contributes to developing and maintaining of team spirit and effort requires to achieve the output
8.10	Leadership and Direction	<ul style="list-style-type: none"> Provide clear and firm direction to subordinates and also professional leadership
8.11	Advocate	<ul style="list-style-type: none"> Supports all initiatives, procedures, processes and policies of the organization Shows enthusiasm for organization initiatives, policies and procedures and helps others accept any changes and remain effective
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Principal Fisheries Officer	Name : Vacant

		Sign: Date:
9.2	Deputy CEO, Science Division	Name: Dr.Siola’a Malimali Sign: Date:
9.3	Chief Executives Officer	Name: Dr.Tu’ikolongahau Halafihi Sign: Date: