

## **JOB DESCRIPTION FOR SENIOR POSITIONS**

<b>POST DESCRIPTION</b>			
1	<b>Ministry/Department:</b> Ministry of Fisheries		
2	<b>Job Title:</b> Senior Fisheries Officer, Fisheries Management and Planning Section, Ministry of Fisheries		
3	<b>Band: K</b> <b>(\$23,520 - \$35,280)</b>	<b>Post Number: 2. FY17/18</b>	<b>Location:</b> Nuku'alofa
4	<p><b>Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To formulate and review the Fisheries management and Development plans (FPMPs) for fisheries sub-sectors such as Aquaculture Management Plan, Sea cucumber Management Plan, Marine Aquarium Management Plan and Seaweed Management Plan.</li> <li>2. Coordinate and monitor all activities under the Fisheries management and development plans after approved by the Hon. Minister of Fisheries</li> </ol>		
<b>Key Results Areas</b>		<b>Key Performance Indicators</b>	
5.1	<p><b>Planning and Management</b></p> <ul style="list-style-type: none"> <li>• Prepare and review of the Section's Parts in the Corporate Plan and Fisheries Divisional Plan</li> <li>• Prepare and review of the Section's Annual Work Plan</li> <li>• Implement and monitor Section's Annual Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and submit of FMP Section's part for CP on the due date indicate by Head of Corporate Services Division</li> <li>• Regularly review of Section Annual Work Plan</li> <li>• Core functions of the Section is completed according to schedule in the work plan</li> </ul>	
5.2	<p><b>Budgeting and Finance</b></p> <ul style="list-style-type: none"> <li>• Prepare section's annual budget as part of Ministry of Fisheries budget during the annual budget preparation</li> <li>• Manage and monitor the Fisheries Management and Planning Section allocated budget</li> </ul>	<ul style="list-style-type: none"> <li>• Section budget completed on time and</li> <li>• Complied with MoFNP Regulations and Po</li> <li>• Section's work plan is completed according to the allocated budget during the financial year</li> </ul>	
5.3	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Prepare Section reports (Annual, 6 months and quarterly report).</li> <li>• Prepare any other reports required from the Section</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and submit of FMP Section's reports on the due date indicate by Head of Fisheries Management and Development Division, Head of CSD or CEO</li> </ul>	
5.4	<p><b>Leading</b></p> <ul style="list-style-type: none"> <li>- Participate at the Head of Division's meeting, other national, regional and</li> </ul>	<ul style="list-style-type: none"> <li>• Overseas trip report completed after 2 weeks of returning from meeting.</li> </ul>	

	international meeting when required	<ul style="list-style-type: none"> <li>• Number of meetings attended</li> </ul>
5.5	<p><b>Technical: Fisheries Management Plan</b></p> <ul style="list-style-type: none"> <li>• Prepare FMP for fisheries sub-sectors according to Section 7 of FMAAct 2002, (Sea cucumber Management and Development Plan, Marine Aquarium Management Plan, Aquaculture Management Plan and Development Plan and Seaweed Management Plan)</li> <li>• Co-ordinate and assist regional organization in preparation, formulation and reviewing of Fisheries Management Plan.</li> <li>• Conduct consultation with relevant stakeholders during preparation and review of FMP</li> <li>• Ensure FMPs is approved</li> <li>• Coordinate Implementation and monitor all projects and activities under the Implementation schedule after approval from Minister of MAFFF</li> <li>• Distribute approved plan to all related stakeholders</li> <li>• Assist Deputy CEO in drafting Management Plan for Tuna and Snapper.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of FMP approved according to work plan</li> <li>• Number of FMP approved according to work plan</li> <li>• Number of consultation meeting conducted</li> <li>• Minutes and records of the meeting</li> <li>• Number of FMPs approved</li> <li>• Timely submission of FMP for minister's approval (2 weeks after the final consultation for the FMP)</li> <li>• % of projects and activities in the Implementation Plan for each FMPs completed according to time allocate in the Implementation Plan</li> </ul>
5.7	<p><b>To perform any other duties that assigned by Head of Department/Division</b></p> <ul style="list-style-type: none"> <li>• Provide secretariat role to Fisheries Management Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of Minutes and Agenda to committee members before and after the meeting (one week before the next meeting)</li> </ul>
5.8	<ul style="list-style-type: none"> <li>• To perform all function of an authorized officer as provided in Section 71 of the</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with Fisheries Management Act 2002</li> </ul>

	Fisheries Management Act 2002	
5.9	<ul style="list-style-type: none"> <li>Comply with relevant PSC and internal policies. (Public Services Act &amp; Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions)</li> <li>Internal Policies (verbal &amp; written)</li> </ul>	<ul style="list-style-type: none"> <li>100% compliance with PSC requirement</li> </ul>
5.10	<ul style="list-style-type: none"> <li>Any other duties directed by the Head Department/Division</li> </ul>	<ul style="list-style-type: none"> <li>Duties completed on time</li> </ul>
6.	<b>Reports Directly to</b>	<b>Deputy CEO (FMDD)</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>Strong leadership, management and planning skills</li> <li>Good knowledge and understanding of human resource management.</li> <li>Excellent command of English</li> <li>Computer literate</li> <li>Good analytical and evaluative skills,</li> <li>Good communication, presentation and reporting skills.</li> </ul>
	Communication and Language Skills:	<ul style="list-style-type: none"> <li>Strong negotiation skills and sensitivity</li> <li>Strong inter – personal and communication skills.</li> <li>Speak and write in both Tongan and English fluently</li> </ul>
	Personal Attributes:	<ul style="list-style-type: none"> <li>Self motivated, Team worker, Executive leadership and must be diligent, reliable, honest, punctual and committed.</li> <li>Have good interpersonal skills and must be able to well and cooperatively with the Deputy Secretary (Technical Services) and other senior officers of the Ministry.</li> </ul>

	Education & Experience:	<ul style="list-style-type: none"> <li>• Bachelor Degree in Economics, Fisheries Science, Marine Affairs, Fisheries Management, Business Administration or any relevant field from a recognized institution with at least three (3) years of relevant working experience in senior level</li> <li>• <b>OR</b> Masters and/or higher qualification degree in Economics, Fisheries Science, Fisheries Management, Business Administration or any relevant field from a recognized institution and with 1 year of relevant working experience at senior level.</li> <li>• Specialized training in Fisheries Economics and Fisheries Science and Marine Affairs would be an advantage.</li> <li>• Good knowledge and understanding of Public Sector Reform, and also an ability to interact with work colleagues and stakeholders. Familiarization and understanding of Fisheries issues will be an advantage</li> </ul>
8	<b>CORE COMPETENCIES</b>	<b>STANDARDS</b>
8.1	Communication	<ul style="list-style-type: none"> <li>• Communicates effectively with all staff in the Organization</li> <li>• Effectively manage communication regarding highly and sensitive information</li> <li>• Promotes open communication with subordinates</li> </ul>
8.2	Integrity/Accountability	<ul style="list-style-type: none"> <li>• Promotes sustaining of required values in the Organization</li> <li>• Accept mistakes and failure and be responsible for identifying an immediate solution</li> </ul>
8.3	Output Oriented	<ul style="list-style-type: none"> <li>• Deliver high quality results on time and in line with the outputs of the Division</li> <li>• Identify problems in advance and take the most appropriate action</li> </ul>
8.4	Teamwork and Collaboration	<ul style="list-style-type: none"> <li>• Focus on situations and issues or behaviors and not individuals</li> </ul>

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

9.1	<b>Senior Fisheries Officer</b>	<b>Name :</b> Vacant <b>Sign:</b> ..... <b>Date:</b> .....
9.2	<b>Deputy CEO (FMDD)</b>	<b>Name:</b> Mele To'a 'Atuekaho <b>Sign:</b> ..... <b>Date:</b> .....
9.3	<b>Chief Executives Officer</b>	<b>Name:</b> Dr.Tu'ikolongahau Halafihi <b>Sign:</b> ..... <b>Date:</b> .....