

JOB DESCRIPTION FOR SENIOR POSITIONS

		POST DESCRIPTION	
1	Ministry/Department: Ministry of Fisheries		
2	Job Title: Senior Fisheries Officer, Fisheries Management and Planning Section, Ministry of Fisheries		
3	Band: K (\$23,520 - \$35,280)	Post Number:	Location: Nuku'alofa
4	<p><u>Purpose:</u></p> <ol style="list-style-type: none"> 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. 2. Coordinate and monitor all activities under the Fisheries management and development plans after approved by the Hon. Minister of Fisheries 		
		Key Results Areas	Key Performance Indicators
5.1	<p>Planning and Management</p> <ul style="list-style-type: none"> • Prepare and review of the Section's Parts in the Corporate Plan and Fisheries Divisional Plan • Prepare and review of the Section's Annual Work Plan • Implement and monitor Section's Annual Work Plan 		<ul style="list-style-type: none"> • Complete and submit of FMP Section's part for CP on the due date indicate by Head of Corporate Services Division • Regularly review of Section Annual Work Plan • Core functions of the Section is completed according to schedule in the work plan
5.2	<p>Budgeting and Finance</p> <ul style="list-style-type: none"> • Prepare section's annual budget as part of Ministry of Fisheries budget during the annual budget preparation • Manage and monitor the Fisheries Management and Planning Section allocated budget 		<ul style="list-style-type: none"> • Section budget completed on time and • Complied with MoFNP Regulations and Policies • Section's work plan is completed according to the allocated budget during the financial year
5.3	<p>Reports</p> <ul style="list-style-type: none"> • Prepare Section reports (Annual, 6 months and quarterly report). • Prepare any other reports required 		<ul style="list-style-type: none"> • Complete and submit of FMP Section's reports on the due date indicate by Head of Fisheries Management and Development Division, Head

	from the Section	of CSD or CEO
5.4	<p>Leading</p> <ul style="list-style-type: none"> - Participate at the Head of Division's meeting, other national, regional and international meeting when required 	<ul style="list-style-type: none"> • Overseas trip report completed after 2 weeks of returning from meeting. • Number of meetings attended
5.5	<p>Technical: Fisheries Management Plan</p> <ul style="list-style-type: none"> • 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) • Co-ordinate and assist regional organization in preparation, formulation and reviewing of Fisheries Management Plan. • Conduct consultation with relevant stakeholders during preparation and review of FMP • Ensure FMPs is approved • Coordinate Implementation and monitor all projects and activities under the Implementation schedule after approval from Minister of MAFFF • Distribute approved plan to all related stakeholders • Assist Deputy CEO in drafting Management Plan for Tuna and Snapper. 	<ul style="list-style-type: none"> • Number of FMP approved according to work plan • Number of FMP approved according to work plan • Number of consultation meeting conducted • Minutes and records of the meeting • Number of FMPs approved • Timely submission of FMP for minister's approval (2 weeks after the final consultation for the FMP) • % of projects and activities in the Implementation Plan for each FMPs completed according to time allocate in the Implementation Plan
5.7	<p>To perform any other duties that assigned by Head of Department/Division</p> <ul style="list-style-type: none"> • Provide secretariat role to 	<ul style="list-style-type: none"> • Timely submission of Minutes and Agenda to committee members before and after the

	Fisheries Management Advisory Committee	meeting (one week before the next meeting)
5.8	<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 Fisheries Management Act 2002
5.9	<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
5.10	<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 (FMDD)
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> Strong leadership, management and planning skills Good knowledge and understanding of human resource management. Excellent command of English Computer literate Good analytical and evaluative skills, Good communication, presentation and reporting skills.
	Communication and Language Skills:	<ul style="list-style-type: none"> Strong negotiation skills and sensitivity Strong inter – personal and communication skills. Speak and write in both Tongan and English fluently
	Personal Attributes:	<p>Self motivated, Team worker, Executive leadership and must be diligent, reliable, honest, punctual and committed.</p> <p>Have good interpersonal skills and must be able to work well and cooperatively with the Deputy Secretary (Technical Services) and other senior officers of the Ministry.</p>

	Education & Experience:	<ul style="list-style-type: none"> • 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 OR • 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. • Specialized training in Fisheries Economics and Fisheries Science and Marine Affairs would be an advantage. • Good knowledge and understanding of Public Sector Reform, and also and ability to interact with work colleagues and stakeholders. Familiarization and understanding of Fisheries issues will be an advantage
--	-------------------------	---

8 ENDORSEMENT WITH NAME, SIGNATURE AND DATE
--

8.1	Senior Fisheries Officer	Name : Vacant Sign: Date:
8.2	Deputy CEO (FMDD)	Name: Mele To'a 'Atuekaho Sign: Date:
8.3	Chief Executives Officer	Name: Dr.Tu'ikolongahau Halafihi Sign: Date:

