

JOB DESCRIPTION FOR JUNIOR POSITIONS

| POST DESCRIPTION | | |
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| 1 | Ministry/Department: Ministry of Fisheries | |
| 2 | Job Title: - Senior Fisheries Assistant, Offshore section, Fisheries Science Division | |
| 3 | Band: N \$11760 – \$17640 | Post Number: Location: Nukuálofa |
| 4 | Purpose: 1. To assist in supervising data collection with related information in order to (a) assist in enhanced scientific knowledge and advice on aquatic stock status of Offshore (Tuna and Deepwater Snapper) fisheries (b) provide advice to the Ministry on the ecological sustainability of Tonga’s tuna and snapper resources. | |
| | Key Results Area | Performance Indicators |
| 5.1 | Data collection (Port Sampler) <ul style="list-style-type: none"> Collect tuna and snapper data forms from unloading vessels (eg. Logsheets, unloading, port sampling forms and other related data needed) | <ul style="list-style-type: none"> 100 % of data collection coverage (not below 95%) Accuracy and completeness of data |
| 5.2 | Supervised and conduct Port sampling session (collecting fish length, weight and other fishing trip details etc) with the assistance of Assistant Port sampler <ul style="list-style-type: none"> Review and read any new or revised data sheets Used of FAO codes and fish ID Make sure that port sampling forms are complete and submit to the HoS to enter into database. | <ul style="list-style-type: none"> Accuracy of port sampling data At least 95% coverage According to Port Sampling manual No later than 3 days after completion of unloading. |
| 5.3 | Collect and double check vessels log sheets for fuel concession scheme (except log sheets from Pacific Sunrise fishing vessels are submitted directly to HoS and Licensing section. | <ul style="list-style-type: none"> Accuracy of log sheet According to Port Sampling manual and logsheets instruction No later than 3 days after completion of unloading. |

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| 5.4 | Collect and complete the unloading form from the tuna vessel. (Cross check data (unloading vs log sheet and Port sampling form) | <ul style="list-style-type: none"> • Accuracy of unloading forms • According to port sampling manual and unloading forms instruction • No later than 3 days after completion of unloading. |
| 5.5 | Collect and record bluenose and ocean blue-eye species data from snapper fishing boats <ul style="list-style-type: none"> • Verify <i>bluenose</i> and <i>ocean blue –eye</i> species • Measured, sexed and weighed, and a sampled for maturity | <ul style="list-style-type: none"> • Accurate verification to species level (correct species ID) • Appropriate biological data |
| 5.6 | Calculate % of shark catch per trip and report of non-compliance with WCPFC obligations & TC especially vessels not carry observers. | <ul style="list-style-type: none"> • Comply with NPOA & TC • Reports submit to the Licensing section within 2 days after completion of the unloading. |
| 5.7 | Data entry <ul style="list-style-type: none"> - Enter snapper data into databases) - Do simple data analyses - Introduce to Tuna database | <ul style="list-style-type: none"> • Updated databases • Fisheries reports |
| 5.8 | Assist the compliance duties at the airport and from Fua wharfs to Patangata). Assist on other fisheries data collection <ul style="list-style-type: none"> • Creel & Market survey • Artisanal Tuna data collection • Assist on biological and ecological sampling (Removed otolith, fins clips, gonads and guts) for offshore fishery species. | <ul style="list-style-type: none"> • Comply with Fisheries regulations • Monthly report • Complete data and submit to head of Technical Services • Complete data and submit to HOS • Complete sampling forms • Number of sample collected |
| 5.9 | Assist on supervising selling of fish from foreign fishing vessels at Tuimatamoana Fish market | Daily report of amount of fish sold and pay-in of cash to accountant (Project MOU) |

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| 5.10 | To perform all function of an authorize officer as provided in section 71 of the Fisheries Management Act 2002 | Comply with Fisheries Management Act 2002 |
| 5.11 | Comply with relevant PSC and internal policies (Public Services Act and Regulation 2010, Disciplinary procedures Grievances and dispute regulations, PSC policy instruction, internal policies (verbal and internal) | 100% comply with PSC policy |
| 5.12 | To perform any other duties that directed from Head of Department/Division/Section <ul style="list-style-type: none"> - RAS duties - Compliance and enforcement - Aquaculture & Coastal sections activity - Other fisheries data collection | Duties completed on time |
| 6 | Reports Directly to: | Head of Stock Assessment & Data Management |
| 7 | PERSON SPECIFICATION FOR THIS POST | |
| 7.1 | Special Skills: | <ul style="list-style-type: none"> • Good public relations Skills • Good oral and written communication skills • Fish processing skill |
| 7.2 | Communication and Language Skills: | <ul style="list-style-type: none"> • Fluent in both English & Tongan languages |
| 7.3 | 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 |
| 7.4 | Education & Experience: | <ul style="list-style-type: none"> • Pass in Pacific Senior Secondary Certificate (PSSC) or its equivalent with at least 2 years of working experiences in Fisheries area OR • Pass in Tonga School Certificate or its equivalent with at least 5 years working experiences in Fisheries area • OR more than 8 years of working at Offshore Fisheries as Port Sampler. <p>Essential:</p> <ul style="list-style-type: none"> - Has knowledge of offshore species and fish handling |
| 8 | ENDORSEMENT WITH NAME, SIGNATURE AND DATE | |

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| 8.1 | Senior Fisheries Assistant | Name : Vacant Sign: Date: |
| 8.2 | Acting Head of Offshore | Name: Lavinia Vaipuna Sign: Date: |
| 8.3 | Chief Executives Officer | Name: Dr. Tu'ikolongahau Halafihi Sign: Date: |