

## JOB DESCRIPTION FOR JUNIOR POSITIONS

<b>POST DESCRIPTION</b>		
1	<b>Ministry:-</b> Ministry of Fisheries	
2	<b>Job Title: Senior Fisheries Assistance</b> (Compliance and Enforcement officer)	
3	<b>Band: N</b>	<b>Post Number: 5. FY2017_18</b> <b>Location: Nuku'alofa</b>
4	<b>Purpose:</b> Support all compliance and enforcement duties and ensure it's all complying with our Fisheries Act and Regulations.	
	<b>Key Results Area</b>	<b>Performance Indicators</b>
5.1	<b>Support Inspections</b> <ul style="list-style-type: none"> <li>• Packing of commercial marine product for export</li> <li>• Fish processing facilities (HACCP)</li> <li>• Fish fences &amp; fishing nets</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection form completed &amp; signed by inspection Officer.</li> <li>• Comply with fisheries regulations.</li> </ul>
5.2	<b>Support Boarding &amp; inspections</b> <ul style="list-style-type: none"> <li>• All Licensed Fishing vessels when arrive and departure both Foreign and Local.</li> <li>• Check Legislation of small fishing vessels in term of safety and fishing gears registered under Fisheries small vessels List.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection form completed &amp; signed by inspection Officer.</li> <li>• Comply with fisheries regulations.</li> </ul>
5.3	<b>Support Investigation of breaches of fisheries legislation.</b> <b>(refer FMA 2002, section 10 subsec 1)</b>	<ul style="list-style-type: none"> <li>• Follow investigation SOP.</li> <li>• Submit investigation report within 2 days.</li> <li>• Enter investigation data to database.</li> </ul>
5.4	<b>Support in Supporting Evidences</b> Prepare strong supporting evidences when investigation is positive eg pictures, documents, etc.	<ul style="list-style-type: none"> <li>• Comply with SOP of providing evidences.</li> <li>• Evidence report submitted</li> </ul>
5.5	<b>Support Enforcement of Fisheries Regulations</b> <ul style="list-style-type: none"> <li>• Check Fish Market, road side market, restaurant, ferry, small scale fishing boats in term of size limit, Closing season for target Fisheries</li> <li>• Coordinating SMAs activities in providing information in term of Compliance purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with fisheries regulations</li> <li>• Enforcement report completed &amp; submitted to Head of MCS within 24 hrs.</li> </ul>
5.6	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy	<ul style="list-style-type: none"> <li>• 100% compliance with PSC requirements</li> </ul>

	Instructions)Internal Policies	
5.7	To perform all duties as provided in Section 71 of the Fisheries Management Act 2012	<ul style="list-style-type: none"> <li>• Section work plan</li> <li>• Monthly section report</li> </ul>
5.8	To perform any other duties that assigned by Head of Department/Division	<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>
6.	<b>Reports Directly to:</b>	<b>Head of MCS</b>
<b>7</b>	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>• Public Relations skills</li> <li>• HACCP skills</li> <li>• Certification skills</li> <li>• Good oral and written communication skills</li> </ul>
	Communication and Language Skills:	<ul style="list-style-type: none"> <li>• Fluent in both English &amp; Tongan language</li> </ul>
	Personal Attributes:	<ul style="list-style-type: none"> <li>• Highly motivated, trustworthy and dependable</li> <li>• Honest and committed to work</li> <li>• Supportive and accountable to effective delivery of services to clients</li> </ul>
	Education & Experience:	<ul style="list-style-type: none"> <li>• Pass in Pacific Senior Secondary Certificate (PSSC) or its equivalent with at least 2 years of work experiences in Fisheries area OR</li> <li>• Pass in Tonga School Certificate (TSC) or its equivalent with at least 5 years of working experiences in Fisheries area OR</li> <li>• Must have met the entry requirements to the Public Service with at least 15 years of relevant working experience in the field of Fisheries or related field.</li> </ul>
<b>8</b>	<b>CORE COMPETENCIES</b>	<b>STANDARDS</b>
8.1	Change and Innovation	<ul style="list-style-type: none"> <li>• Stays informed and actively contributes to change initiatives</li> <li>• Looks for ways to demonstrate innovation and initiative in work area</li> <li>• Anticipates emerging issues and looks for ways to improve work practices.</li> <li>• Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>• Focuses on benefits and ways of overcoming obstacles.</li> </ul>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>• Actively shares information with</li> </ul>

		<p>appropriate people and checks for understanding where necessary</p> <ul style="list-style-type: none"> <li>• Presents clear, courteous and concise oral and written communications</li> <li>• Engages positively and persuasively with program stakeholders as appropriate.</li> <li>• Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>• Seeks to achieve results which are in the best interest of the organization</li> <li>• Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>• Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>• Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>• Delivers high quality results on time</li> <li>• Overcomes roadblocks/setbacks to deliver results</li> <li>• Identifies problems early and takes appropriate action.</li> <li>• Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>• Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>• Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>• Is open with other team members about his/her concerns</li> <li>• Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>• Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>• Accepts responsibility for mistakes,</li> </ul>

		<p>apologies and makes suitable and timely amends.</p> <ul style="list-style-type: none"> <li>• Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>• Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>• Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>• Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>• Inspires dedication to the organization’s shared outputs and values through his/her own visible actions.</li> <li>• Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>• Embraces and adapts to changing work environment</li> </ul>
8.10	Judgment	<ul style="list-style-type: none"> <li>• Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>• Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>• Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>• Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
<b>8</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	<b>Senior Fisheries Assistance (Compliance &amp; Enforcement officer)</b>	<p><b>Name :</b> Vacant</p> <p><b>Sign:</b>.....</p> <p><b>Date:</b>.....</p>
8.2	<b>Head of MCS</b>	

		<b>Name :</b> Poasi Ngaluafe <b>Sign :</b> ..... <b>Date:</b> .....
8.3	<b>Chief Executives Officer</b>	<b>Name:</b> Dr. Tu'ikolongahau Halafihi <b>Sign:</b> ..... <b>Date:</b> .....