

JOB DESCRIPTION

POST DESCRIPTION		
1	Ministry: Ministry of Fisheries	
2	Job Title: Fisheries Officer (Marketing Officer), Economics Section, Fisheries Management and Development Division	
3	Band: L Salary Scale (\$19,490 - \$29,230)	Post Number: 11 Location: Nuku'alofa
4	<p><u>Purpose:</u></p> <ol style="list-style-type: none"> 1. To support the Ministry and the fishing industry on all matters relating to the marketing and sale of fish both in Tonga and overseas including identifying potential new markets, 2. To organize market research, including the collection of market price and catch data and providing monthly summary reports for industry and to support discussion and decision making on fish marketing, and fisheries development and management more broadly 3. To prepare reports to support the broader efforts of the Ministry 4. To prepare fish marketing promotional material in co-operation with the media unit 5. To provide training and technical support for industry on fish marketing, market research, and fish quality 6. To support and work with any consultant, donor funded or regional agency project related to fisheries marketing 7. To work in partnership with staff of the fisheries management and development team to achieve the broader goals of the division 8. The position will be required to work in collaboration with regional agencies on relevant matters including in relation to the Pacific Agreement on Closer Economic Relations (PACER), an umbrella agreement between members of the Pacific Islands Forum (the Forum Island Countries plus Australia and New Zealand) which provides a framework for the future development of trade cooperation. 	
	Key Results Area	Performance indicators
5.1	<p>Planning and Management</p> <ul style="list-style-type: none"> • Support the review and or development of the Section and Division Corporate Plan, Annual Management Plan (AMP) and Internal Annual Management Plan (IAMP). • Implement the Section Annual Management Plan (AMP) and Internal Annual Management Plan (IAMP). 	<ul style="list-style-type: none"> • Corporate Plan, Annual Management Plan (AMP) and Internal Annual Management Plan (IAMP) completed and submitted to CPARP Section according to deadline. • Target achieved
5.2	<p>Budgeting and Finance</p> <ul style="list-style-type: none"> • Support preparation of Section annual budget • Support management of Section budget 	<ul style="list-style-type: none"> • Budget completed and submitted according to deadline. • Comply with Finance and Budget guidelines

	Support Section monthly cash flow	<ul style="list-style-type: none"> Monthly cash flow submitted to Finance section according to deadline.
5.3	Reporting <ul style="list-style-type: none"> Prepare and submit monthly marketing report Prepare donor project reports as required Prepare contribution for annual report as required Prepare and submit Section's fortnightly, monthly and annual reports against corporate plan, annual work plans and annual budget Provide high level advice to Ministry and Government on marketing issues as required Provide advice to support development of fishery management plans. Support the preparation of the Section reports (monthly, quarterly, 6 months, and annual) 	<ul style="list-style-type: none"> Annual, monthly and fortnightly reports completed on time schedule by HOD Reports and advice provided in 5 days after request being made Reports completed and submitted according to deadline.
5.4	Advice <ul style="list-style-type: none"> Advise Chief Executive on related fisheries marketing issues Provide high level advice to Ministry and Government on fisheries marketing issues as required Provide advice to support development of fishery management plans. 	<ul style="list-style-type: none"> Reports and advice provided in 5 days after request being made
5.5	Technical: Marketing of fish 5.5.1: Market research and planning <ul style="list-style-type: none"> Develop, implement and monitor annual plan for supporting fish marketing Identify potential market for all fisheries commercial products to assist industry in marketing their products both in Tonga and overseas Organize market research, including the collection of market price and catch data of domestic market every week. Attend NFC meetings and provide monthly summary reports of fish prices at the domestic market for industry and to support discussion and decision making 	<ul style="list-style-type: none"> Fish marketing plan prepared and monitored Fish market plan submitted to HOD by October 2017 Market research plan for snapper developed and submitted to HOD and CEO by September 2017 Market survey conducted every Saturday Entry of market survey data completed by Friday of the following week after the survey Industry are updated with new market and

	<p>on fish marketing, and fisheries development and management more broadly</p> <p>5.5.2: Training and Market promotion</p> <ul style="list-style-type: none"> • Prepare fish marketing promotional material in co-operation with the media unit • Provide training and technical support for industry on fish marketing, market research, and fish quality • Work with any consultant, donor funded or regional agency project related to fisheries marketing • Assist and in partnership with staff of the fisheries management and development team to achieve the broader goals of the division • Co-ordinate and assist regional agencies on relevant matters including in relation to the Pacific Agreement on Closer Economic Relations (PACER), an umbrella agreement between members of the Pacific Islands Forum (the Forum Island Countries plus Australia and New Zealand) which provides a framework for the future development of trade cooperation 	<p>details from time to time</p> <ul style="list-style-type: none"> • Monthly report on status of prices submitted to industry on a monthly basis • Minute of NFC meeting provided to FMDD monthly meeting • Marketing promotional material included in the monthly radio/TV program of the Ministry every month • Number of training conducted for each sub-sector • Number of activity completed with any consultant available to assist the ministry. • % of Output of the Division completed at the end of the quarter or Financial year • % of projects and activities conducted and completed in the ministry supported by PACER
5.6	<p>MOF Project to address Non- Communicable Disease (NCD) in Tonga</p> <ul style="list-style-type: none"> • Organize selling of fish at the Tuimatamoana market after offloading of foreign fishing vessels in every trip • Prepare and submit reports on result of sales after every trip • Selling of fish at Tuimatamoana market after offloading of foreign fishing vessels in every trip 	<ul style="list-style-type: none"> • Selling of fish completed 3 days after the offloading of fishing vessel in every trip • Report on result of sales submitted to CEO 5 days after the sale
5.7	<p>To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002</p>	<p>Comply with Fisheries Management Act 2002</p>

5.10	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010, Disciplinary Procedures, Grievance and Dispute Regulations and PSC Policy Instructions)	80% compliance with PSC and internal policies
5.11	Any other duties as directed by the Chief Executive Officer	Duties completed on time
6	Reports Directly to:	Head of Section
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Strong skills in fish marketing or similar product • Good public relations and stakeholder liaison skills
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good oral and written communication skills • Excellent computer skills • Fluent in both English and Tongan languages
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Highly motivated, trustworthy and dependable • Honest and committed to hard work • Punctual and self-motivated • Team-worker
7.4	Education & Experience:	<ul style="list-style-type: none"> • Bachelor Degree in Marketing, Economics, Trade or any other relevant field OR • Diploma in Marketing, Economics, Trade or any other relevant field with at least 3 years of relevant working experience in Public Service or similar roles. • Higher qualification would be an advantage • Understanding of Ministry of Fisheries roles and functions
8	Core Behavioral Competencies	
8.1	Change and Innovation	<ul style="list-style-type: none"> • Stays informed and actively contributes to change initiatives • Looks for ways to demonstrate innovation and initiative in work area • Anticipates emerging issues and looks for ways to improve work practices. • Takes a big-picture view of change and models a positive, constructive approach to

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

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

		Date:
9.2	Head of Division	Name: Mele T. 'Atuekaho Sign: Date:
9.3	Chief Executives Officer	Name: Dr.Tu'ikolongahau Halafihi Sign: Date: