

Ministry:	Ministry of Fisheries
Division:	Fisheries Management and Development Division (FMDD)
Location:	Tongatapu
Position:	Fisheries Officer
Position Number:	MOF0024
Reports to:	Deputy CEO (FMDD)
Band:	L
Salary:	\$19,490 - \$29,230
Job Purpose	<p>The Ministry of Fisheries is responsible for the conservation, management, sustainable utilization and development of fisheries resources in the Kingdom and the fisheries waters in order to achieve economically, socially and environmentally sustainable fisheries that contributes to better living standards for all Tongans.</p> <p>The purpose of this role support Head of Fisheries Management and Development Division in formulate, (monitor) draft and review of Fisheries Management and Development Policies for marine fisheries for both inshore and offshore fisheries</p> <p>Prepare report on monitoring of all activities in the Implementation schedules for all Management Plans and Fisheries Policies</p> <p>To organize all stakeholder consultation meetings for all fisheries</p> <p>To work in partnership with staff of the fisheries management and development team to achieve the broader goals of the division</p> <p>Support Head of Fisheries Management and Development Division in formulating, drafting and reviewing Fisheries Policies</p> <p>Assist legal officer in coordinating activities to improve fishery regulatory framework</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Lead in implementing, monitoring and regular reviewing the Planning and Policy Section annual work plan • Lead in drafting Individual workplan to implement in the Financial year • Ensure to contribute to the development of Division annual work plan (AMP) and internal annual work plan (IAMP). • Ensure to Input on preparation and review of the

	<p>Division Corporate Plan</p> <ul style="list-style-type: none"> • Ensure implementation of the division/section provisions of the annual work plan
	<ul style="list-style-type: none"> • Ensure the efficient and effective management and monitoring of the Section's allocated budget • Implement and monitor the Section annual work plan according to budget • Manage to prepare Section annual budget • Manage Section's Budget • Manage to prepare section monthly cash flow
	<ul style="list-style-type: none"> • Leads in preparing and submitting Section's fortnightly, monthly and annual reports against corporate plan, annual work plans and annual budget • Leads in preparing and submitting section reports (monthly, quarterly and 6 months, and annual)
	<ul style="list-style-type: none"> • Ensure to complete PMS assessment form in accordance with the internal deadline set.
	<ul style="list-style-type: none"> • Leads in formulating and developing Fishery Management and Development Policies (FMP) • Leads in undertaking logistical preparations for formulating of FMPs • Ensure compile and submit issues/ concerns/ comments of other on the-HODs regarding the FMP to HOD • Ensure printing and distribute approved FMP to stakeholders and line ministries • Leads in liaising with the stakeholders to attend related fisheries policy consultation meetings • Leads in liaising with the international stakeholders when developing FMPs. • Leads in liaising with HODs on drafting and developing of FMPs • Leads in drafting Invitation Letter and agenda for fisheries policy consultation meeting • Ensure to follow up on the attendees for the meeting. • Ensure to write minutes of Consultation meetings • Ensure compiling outcome of Consultation and submit to HOD.
	<ul style="list-style-type: none"> • Leads in arranging internal meeting with Compliance Division and Science Division to discuss Implementation Plan • Ensure to circulate Implementation FMP Plans to other relevant Divisions. • Ensure to follow up and remind status of activities • Ensure to documenting, compiling and report to HOD • Leads in preparing documents to raise awareness on new policies subject to the HOD's approval

	<ul style="list-style-type: none"> Leads in designing pamphlets for community awareness on the procedures of FMP
	<p>Manage and develop Fisheries Policy</p> <ul style="list-style-type: none"> Leads in circulating the draft of the Coastal Fisheries Policy Leads in compiling and submit comments of other HODs regarding the Fisheries Policies to HOD Await any other duties directed from HOD regarding the FMP Raise Awareness subject to the HOD's approval Design pamphlets, flyers for community awareness of the Coastal Fisheries Policy.
	<ul style="list-style-type: none"> Manage to undertake documenting, compiling the outcome and reporting to HOD
	<ul style="list-style-type: none"> Manage to provide secretariat role to all Management Committee meeting
	<ul style="list-style-type: none"> Support HOD in the development of division annual work plan
	<ul style="list-style-type: none"> Assist in the preparation of annual budget according to activities outlined in the annual work plan
	<ul style="list-style-type: none"> Assist with Review structure and TOR of Management Committees
	<ul style="list-style-type: none"> Support Marketing officer in selling of fish at the Tu'imatamoana market after offloading of foreign fishing vessels in every trip
	<ul style="list-style-type: none"> Support in implementing of Fisheries COVID-19 19 response plan
	<p>Ensure to comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions)</p> <ul style="list-style-type: none"> - Attendance policy - Dress code
	<ul style="list-style-type: none"> Execute all functions of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002
	<ul style="list-style-type: none"> Execute any other duties that assigned by Head of Ministry/Division.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Communication & Language</p> <ul style="list-style-type: none"> ➤ Discussing work issues with individuals or groups with confidence

	<ul style="list-style-type: none"> ➤ Preparing clear and concise papers or documents for discussion by others who are often more senior ➤ Reading, writing and understanding work material or instructions that may be complex or require analysis <p>Planning</p> <ul style="list-style-type: none"> ➤ Contributing to planning processes or design for an organisational output <p>Organising</p> <ul style="list-style-type: none"> ➤ Contributing to the implementation and achievement of a planned output, product or service ➤ Having responsibility for the achievement of a specific output or service <p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring, evaluating and reporting on the quality of outputs, generally to more senior staff ➤ Utilizing appropriate processes to ensure quality of output and delivery <p>Leading</p> <ul style="list-style-type: none"> ➤ Providing work supervision or assistance to other staff and may allocate work or tasks ➤ Providing input into the performance management of other staff if required <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Good knowledge and understanding of fisheries management. ➤ Good analytical and evaluative skills, ➤ Good communication, presentation and reporting skills.
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor’s degree with no working experience • Diploma Certificate with at-least 2 years’ experience in a <u>similar role</u> or at-least 3 years <u>relevant working experience.</u> • Qualifications acceptable for this role must be in Fisheries, Marine Science, Aquaculture, Biology, Environmental Science, Marine Conservation, Economics, Marketing, Fisheries Policy, Management Compliance or Fisheries Economic

	<p>from recognised educational institution.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Higher qualification will be considered
Authorised by (sign and date)	
Supervisor	<p>Name: Dr. Siola'a Malimali</p> <p>Signature:</p> <p>Date:</p>
Deputy CEO/ HOD	<p>Name: Dr. Siola'a Malimali</p> <p>Signature:</p> <p>Date:</p>
CEO	<p>Name: Dr. Tu'ikolongahau Halafihi</p> <p>Signature:</p> <p>Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature:</p> <p>Date:</p>