

**Tongafish Pathway**  
**Fisheries Compliance Officers (Consultancy)**  
**Three Positions located in Vava'u, Ha'apai, and Tongatapu**  
**Terms of Reference**

**Background**

The Ministry of Fisheries is responsible for ensuring sustainable management of fisheries resources. The Ministry is led the Minister of Fisheries and the Chief Executive Officer (CEO). The Ministry's CEO leads the management and implementation of activities in four divisions, i) Fishery Management, ii) Fishery Science, iii) Fishery Compliance, and iv) Corporate Services, each of which is led by a Deputy Chief Executive.

A key activity for the Ministry is the delivery of the Tonga Fishery Sector Plan (TFSP), a long-term plan to maximise the sustainable contribution of the fisheries sector to food security and economic growth. The TFSP will be implemented with the support of development partner funding. A key source of funding will be from the World Bank, through the Halafononga Ki Ha Ngatai Tu'uloa | Pathway to Sustainable Oceans (Tongafish Pathways) Project.

To implement this Project, the Ministry has established a Project Management Unit (PMU). The PMU will be responsible for the implementation of the overall Pathways project. The PMU will also collaborate and support in the implementation of other TFSP activities, including assisting to secure funding from other development partners.

The PMU is a fully integrated part of the Ministry's structure forming a new Division. The PMU also acts as a service provider to other divisions with respect to the Pathways project. Specifically, the delivery model for Tongafish Pathway is one where the PMU coordinates the project's core activities, whilst the Ministry's divisions deliver on the key project sub-components primarily using contract staff. Contract management, procurement, and core administrative services are provided to the divisions by the PMU. The PMU also provides the Ministry's divisions with support for planning, monitoring and evaluation, safeguards, progress reporting, and financial reporting, for the Tongafish pathways project, in accordance with both World Bank and Tonga government requirements.

**Objectives of the position**

The Fishery Compliance Officers will focus on the achievement of a strategic priority for the Tongafish Pathway project to improve fisheries compliance.

**Key tasks and responsibilities**

The successful applicant will be responsible for conducting compliance related activities for inshore and offshore fisheries, as well as shore based, market, and port inspections. The position will have the following responsibilities:

- (i) implementation of activities under the Ministry's Operational Compliance Strategy, including education and advisory programs on fishery laws, undertaking patrols and inspections at sea and on land, and undertaking law enforcement and prosecutions;

- (ii) implementation of specific activities under the national plan of action for illegal, unreported and unregulated fishing;
- (iii) undertaking community engagement activities, including training, in relation to Special Management Area (SMA) compliance activities;
- (iv) operating and maintaining patrol vehicle, small inshore patrol vessel, and compliance assets;
- (v) supporting a scoping study into the use of electronic monitoring and electronic reporting in fisheries;
- (vi) supporting relevant programmes including licensing; the national fisheries observer program; the identification and registration of commercial fishers; and the development of a rights-based fisheries management framework;
- (vii) participate in project meetings and liaise closely with other staff.

### **Project establishment**

- Support the establishment and implementation of the Project including supporting and collaborating with Project staff, the implementation of policies, procedures, manuals, and systems.

### **Planning and Management**

- Implement or support the applicable parts of the Pathway Annual Work Plan and Procurement Plan.
- Implement the Pathway Project Operations Manual relevant to the position.
- Undertake activities that are aligned with the Tonga Fisheries Sector Plan, Ministry of Fisheries Corporate Plan, and the Divisional Annual Management Plans.

### **Budget and Finance**

- Ensure all applicable finance policies and procedures are followed.
- Provide reports on applicable finance policies as required.

### **Project Reporting**

- Provide regular quality reports on position activities.
- Contribute to the preparation of quarterly monitoring and evaluation reports.

### **Performance Appraisal and Staff Supervision**

- Participate in the Government of Tonga's Staff Performance Management System.

### **Administrative Policies and Procedures**

- Ensure observance of and compliance with Public Service Commission and Ministry of Fisheries administrative policies and procedures and contribute to reviews of these as required.

### **Other Duties**

- Perform any other duties reasonably requested or directed.

### **Reporting**

The position will report to the Officer in Charge in each location as appropriate for all operational matters, and to the Project Coordinator on matters relating to contract and administration.

### Expected key deliverables

The position will be responsible for:

Key Deliverables	Timing
Complete fishery officer and vessel operator training requirements.	Six months from appointment.
Undertake market patrols.	Five patrols per month.
Undertake inshore fishery patrols.	Five patrols per month.
Undertake offshore fishery patrols.	Up to ten patrols per year.
Undertake offload inspections.	Up to twenty inspections per year.
Support SMA compliance activities.	One intervention per week.
Maintain operational equipment to a satisfactory standard	Full equipment inspections undertaken and reports prepared every three months.
Ensure support and collaboration with staff, PMU, and stakeholders.	Attend monthly meetings and as required.
Reporting	Provide quality activity reports as required by Ministry and under Pathway project.

### Contract duration and conditions

- This is a full-time position under the Pathway project and will involve travel and postings to outer islands.
- The contract will be for an initial period of 3 years, and may be extended for a further period up until Project conclusion, subject to satisfactory performance.
- The contract is subject to a probationary period of six months and is subject to satisfactory achievement of initial training goals.
- Performance will be reviewed on an ongoing basis during the first six months, and thereafter be subject to mid-year and annual reviews.
- The position attracts a total financial package of around **TOP \$43,440** per annum.
- The position is open to Tongan citizens or those eligible for a work permit in Tonga.

### Essential criteria

The position is expected to have the following minimum qualifications and experience:

#### General

- Ability to work in a high stress environment, in the outdoors, with people, in a compliance and enforcement environment.
- Strong ethics, high level personal organizational skills, and ability to manage own workload.
- Excellent communication and interpersonal skills with the ability to make clear, structured presentations to a broad range of audiences; good writing skills with the ability to prepare concise reports; oral and written fluency in English.

**Qualifications**

- Completion of diploma level qualification in relevant field or 5 to 10 years' experience in monitoring and surveillance or compliance.
- Driver's licence.

**Desirable criteria**

- Oral and written skills in the Tongan language.
- Relevant working experience.
- Prior experience in law enforcement.
- Experience and license in small vessel operation and boat operations qualification.

**Applying for this post.**

Applications for the post should be made to:

Dr Tu'ikolongahau Halafihi

Chief Executive Officer

Ministry of Fisheries

Tonga

By email to: [pathway@tongafish.gov.to](mailto:pathway@tongafish.gov.to)

Applications **must** include 3 parts with the following format and content:

1. A brief covering letter introducing yourself, and explaining why you are interested in this post (maximum 1 page).
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. A claim for the position (with each essential and desirable criteria as a sub-heading) that addresses how your experience is applicable to each criterion, and providing examples relevant to the post's key tasks and responsibilities (maximum 4 pages).