

## JOB DESCRIPTION FOR JUNIOR POSITIONS

<b>POST DESCRIPTION</b>		
1	<b>Ministry:</b> Ministry of Fisheries	
2	<b>Job Title:</b> Fisheries Assistant (OIC 'Eua), Outerislands, FSD	
3	<b>Band: R</b> <b>Salary (\$7,560 - \$11,340)</b>	<b>Post Number:</b> <b>Location:</b> 'Eua
4	<p><b><u>Purpose:</u></b></p> <ol style="list-style-type: none"> <li>1. To maintain a Ministry presence in 'Eua as the sole officer and officer in charge of management and oversight of all fisheries operations, property, and assets.</li> <li>2. To support other Ministry staff or projects on or around the island.</li> <li>3. To support aquaculture research and development projects, and emerging industries, with extension services.</li> <li>4. To collect fisheries related data.</li> <li>5. To undertake fisheries compliance activities.</li> <li>6. To support, develop, maintain and report on 'Eua budget allocation.</li> <li>7. To support planning processes and prepare quarterly and annual reports on "Eua fisheries activities.</li> </ol>	
	<b>Key Results Area</b>	<b>Performance Indicators</b>
5.1	Ensure fisheries community compliance with Fisheries Act and Regulations	<ul style="list-style-type: none"> <li>• Number of enforcement and inspection conducted accordance to fisheries management Act 2002 and Regulations.</li> <li>• monthly report submitted to D/CEO head of (FSD)</li> </ul>
5.2	Support in implementation, development and management of all Ministry activities in 'Eua	<ul style="list-style-type: none"> <li>• No. of Ministry activities assisted.</li> </ul>
5.3	Provide appropriate fisheries extension services (technical assistance) to fishers and communities when required (handling, netting, smoking etc.)	<ul style="list-style-type: none"> <li>• No. of technical assistance and training provided and report to D/CEO (FSD)</li> <li>• Feedback from stakeholders</li> </ul>
5.4	Support with the establishment and implemented of SMAs	<ul style="list-style-type: none"> <li>• No. of SMAs established and implemented.</li> </ul>
5.8	Contribute in preparation of Fisheries Workplan and Budget for 'Eua Fisheries.	<ul style="list-style-type: none"> <li>• Workplan and budget completed and submitted on time to D/CEO (FSD)</li> </ul>
5.5	Prepare and submit appropriate reports (monthly, quarterly, and annual) on workplan and budget.	<ul style="list-style-type: none"> <li>• Reports are accurate and completed on time to D/CEO (FSD).</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
5.9	Implement and monitor 'Eua Fisheries work plan, including management and control of property and assets.	<ul style="list-style-type: none"> <li>• Monthly report submitted to D/CEO</li> <li>• Comply with the Public Finance Management Act</li> </ul>
5.10	Collect artisanal fisheries and market data.	<ul style="list-style-type: none"> <li>• Number of data collected and weekly report submitted to D/CEO (FSD)</li> <li>• Accuracy and completeness of the data on time according to work plan</li> </ul>

5.7	To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002.	<ul style="list-style-type: none"> <li>Comply with provisions of the Fisheries Management Act 2002.</li> </ul>
5.11	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010). (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions).	<ul style="list-style-type: none"> <li>80% compliance with PSC requirements</li> <li>SPMS assessment completed.</li> </ul>
5.12	Perform any other duties directed by the OIC, Head of Ministry/Division/Section	<ul style="list-style-type: none"> <li>Duties completed on time with a positive attitude.</li> </ul>
6.	<b>Reports Directly to:</b>	<b>Deputy CEO, Head of Fisheries Science Division</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	Special Skills:	<ul style="list-style-type: none"> <li>Fisheries extension skills</li> <li>Fisheries management skills</li> <li>Compliance &amp; enforcement skills</li> </ul>
	Communication and Language Skills:	<ul style="list-style-type: none"> <li>Fluent in both English &amp; Tongan languages</li> </ul>
	Personal Attributes:	<ul style="list-style-type: none"> <li>Efficient and effective delivery of services to clients</li> <li>Self motivated, trustworthy and dependable</li> <li>Honest and committed to work</li> <li>Team worker qualities.</li> </ul>
	Education and Experience:	<ul style="list-style-type: none"> <li>Must pass the Tonga School Certificate with at least two (2) years of work experience as a Fisheries Trainee <b>OR</b></li> <li>Secondary Education with three (3) years work experience in a related area <b>OR</b></li> <li>Higher qualification</li> </ul>
8	<b>Core Behavioral competencies</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 appropriate people and checks for understanding where necessary</li> </ul>

		<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, apologies and makes suitable and timely amends.</li> <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>
8	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	<b>Fisheries Assistant</b>	<p><b>Name:</b> Vacant</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> .....</p>
8.2	<b>Deputy Chief Executive Fisheries Science Division</b>	<p><b>Name:</b> Siola’a Malimali</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> .....</p>
8.3	<b>Chief Executive Officer</b>	<p><b>Name:</b> Tu’ikolongahau Halafihi</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b>.....</p>