JOB DESCRIPTION FOR SENIOR POSITIONS

	POST DESCRIPTION		
1	**Ministry/Department:** Ministry for Fisheries		
2	**Job Title:** Fisheries Officer, Community Development and Advisory Section, FSD		
3	**Band: L** **Salary Scale: ($19,490- $29,230)**	**Post Number:**	**Location:** Nuku'alofa
4	**Purpose:** • To develop, manage and monitor community-based Special Management Areas (SMAs) • To consult with coastal communities over the purpose, placement and management of SMAs • To liaise with the Ministry Legal Officer to ensure appropriate regulatory instruments are developed for the implementation of SMAs • To monitor SMA implementation against objectives		
	Key Results Area	**Performance indicators**	
5.1	**Planning and Management** • Contribute to 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).	• 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	**Budgeting and Finance** • Support with prepare Section annual budget • Assist with Manage Section's Budget • Support with prepare section monthly cash flow	• Budget completed and submitted according to deadline. • Comply with Finance and Budget guidelines • Monthly cash flow submitted to Finance section according to deadline.	
5.3	**Reporting** • Prepare and submit section reports (monthly, quarterly and 6 months, and annual)	• Reports completed and submitted according to deadline.	
5.4	**Leading** • Participate at the Heads of Section meetings, other national meetings and regional meetings when required	• Overseas trip report completed after 2 weeks of returning from meeting. • Number of meetings attended	
5.5	**Staff Performance Management (SPMS), and staff supervision** • Assess and monitor the Coastal Fisheries	• Performance appraisals completed and submitted to Head of Division (FSD) according	

	support staff performance • Ensure the Section staff understand their Section's outputs and targets. • Support with prepare and review the Job descriptions for Section staff • Support the Section staff and ensure complete monthly calendar and evidence base	to deadline. • Feedback from the support staff within its regular meetings • Minutes of section staff meetings • Job description approved, registered and agreed to by the supervisor and support staff
5.6	**Technical Areas** To facilitate communities with the development of their Coastal Community Management Plans (CCMPs)	• Trip reports submitted within 2 weeks • 80% of Coastal Community Management Plans (CCMP's) endorsed according to agreed sections SMAs
5.7	To facilitate the organization of community meetings to develop CCMPs	• Finalizes meeting schedules, • Number of CCMPs drafted.
5.8	To facilitate and assist communities with the adoption and implementation of their CCMPs	• Number of SMAs are fully Monthly performance reports, trip reports
5.9	Conducting and coordinating monitoring and reporting activities of the community-based SMAs	• Monthly performance reports, trip reports, CCMC meeting minutes
5.10	Compiling and reviewing CCMPs (including technical assistance)	• CCMPs revised (with details), monthly reports, trip reports
5.11	Planning and conducting SMA research and monitoring programs	• Research/monitoring reports, trip reports
5.12	Prepare nationwide public awareness SMA	• Complete and submit nationwide public awareness SMA to Head of Division
5.13	Preparation of community education and presentation materials	• Published community awareness materials, presentations
5.14	Secretariat duties regarding community-based FMAC meetings and endorsements	• FMAC documents
5.15	Liaising closely with relevant sections of the Fisheries Division for their support to implement specific CCMPs	• Monthly reports, trip reports
5.16	Assist with project proposals and funding applications	• Project proposals, funding applications
5.17	To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002	• Compliance with Act provisions
5.18	Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions)	• 80% compliance with PSC and Internal Policies

	- Attendance policy - Dress code	• Not more than 6 – 10 number of late per FY • Accumulated none compliance not more than 6 -10 days per FY
5.19	To perform any other duties that assigned by Head of Ministry/Division.	• Duties performed in a timely manner
6	**Reports Directly to:**	**Head of Fisheries Science Division**
PERSON SPECIFICATION FOR THIS POST		
7.1	Special Skills:	• High level planning and coordination skills • Excellent organization skills • Good computer skills including with appropriate programs such as Microsoft Office (Word, Excel, Access and Power Point etc) • GIS mapping skills • Reporting and statistical data analysis skills • Research skills • Work related diving and boating skills
7.2	Communication and Language Skills:	• Fluent in both English & Tongan language languages (written and spoken) • Good public relations and networking skills
7.3	Personal Attributes:	• Highly self motivated, trustworthy and dependable • Must be committed to duties allocated, efficiently and effectively. • Team work and highly proactive
7.4	Education & Experience:	• Bachelor Degree in Fisheries Science, Marine Science/ Affair relevant field from recognize tertiary Institution • Working experience is desirable but not necessity
8	**Core Behavioral Competencies**	
8.1	Change and Innovation	• 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 managing it • Focuses on benefits and ways of overcoming

		obstacles.
8.2	Interpersonal Skills	• 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	• 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	• 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 -	• 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)	• Takes personal responsibility for ensuring any issues raised by customers are

		responded to promptly; • 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	• 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	• 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	• 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	• 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	• 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
8.12	Management/Supervision	• Manages resources effectively and efficiently, ensures effective and improved staff performance
8.13	Leadership	• Develops and communicates vision and translates these into clear objectives • Builds and sustains a motivated team

		• Leads by example • Inspires a shared commitment • Articulates a clear vision for the future • Considers the 'big picture' and longer-term imperatives • Empowers others to take responsibility through a deep sense of commitment and ownership.
9	**ENDORSEMENT WITH NAME, SIGNATURE AND DATE**	
9.1	**Fisheries Officer**	**Name**: Vacant **Sign: …….** **Date: ……**
9.2	**Deputy CEO** **(Head of Fisheries Science Division)**	**Name:** Dr. Siola'a Malimali **Sign: …….** **Date: ……**
9.3	**Chief Executive Officer**	**Name:** Dr. Tu'ikolongahau Halafihi **Sign: …….** **Date: ……**