JOB DESCRIPTION FOR JUNIOR POSITIONS

	POST DESCRIPTION		
1	**Ministry/Department:** Ministry of Fisheries		
2	**Job Title**: Fisheries Trainee, Aquaculture Section, FSD		
3	**Band: S** **Salary ($6,720 - $10,080)**	**Post Number:**	**Location:** Nuku'alofa
4	**Purpose:** 1. To support Hatchery & Production manager in conducting researches on seed production, nursery monitoring activities, and base-line study for target species had commercial importance.		

	Key Results Area	Performance Indicators
5.1	Prepare tanks for spawning and rearing larvae	Daily routine records according to Aquaculture work plan.
5.2	Conduct routine work (cleaning tanks, exchange water, thinning clams, etc)	• Daily routine records according to Aquaculture work plan • Comply with to Standard of Procedures (SOP)
5.3	Collect seaweed for feeding cultured species (e.g sea urchin)	• Daily routine records according to Aquaculture work plan
5.4	Support in collecting of brood stocks for hatchery productions activities conducted at Mariculture in Sopu (i.e. giant clams, pearl, sea cucumbers, etc.) either free diving or SCUBA.	• Number of brood stocks and different species collected • Regularly updated of diving log book
5.5	Support in preparation and conducting spawning activities for target commodities i.e giant clams, sea cucumber, seaweeds etc.	• Number of spawning conducted & % of survival rate
5.6	Support releasing seeds and monitoring of cultured species	• Daily routine records according to Aquaculture work plan.
5.7	Support in conducting resource assessment survey for commercial species in Tonga i.e. sea cucumbers resources, finfish and coral fisheries etc.	• Number of assessment survey conducted.
5.8	Support in daily checking of water quality parameters test at the Mariculture centre included cultures areas i.e. pH test, water temperature,	• Daily logbook record

	Dissolve Oxygen, Salinity test, Amonia test etc.	
5.9	To perform all function of an authorize officer as provided in section 71 of the Fisheries Management Act 2002	Comply with Fisheries Management Act 2002
5.10	Comply with relevant PSC and internal policies (Public Services Act and Regulation 2010_Disciplinary procedures Grievances and dispute regulations, PSC policy instruction,	80% comply with PSC & Internal policies
5.11	To perform any other duties that directed from Head of Department/Division/Section	Duties completed on time
6.	**Reports Directly to:**	**Head of Aquaculture section**
7	**PERSON SPECIFICATION FOR THIS POST**	
7.1	Special Skills:	• At least had background on Aquatic fisheries • Ability to undertake spawning of giant clams/pearl/trochus • Good command of both English and Tongan. • Very healthy and able to dive • Communication skills
7.2	Personal Attributes:	• Positive attitude • Honest, responsible and committed • Punctual, willing and team player • Practical and assertive
7.3	Education & Experience:	• Pass the Tonga School Certificate with 1 year of work experience in Fisheries OR • Higher qualification will be considered
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	**ENDORSEMENT WITH NAME, SIGNATURE AND DATE**	
8.1	**Fisheries Trainee**	**Name**: Vacant **Sign: …….** **Date:……**
8.2	**Head of Aquaculture Section**	**Name:** Eileen Fonua **Sign: …….** **Date:……**
8.3	**Chief Executives Officer**	**Name:** Dr Tu'ikolongahau Halafihi **Sign: …….** **Date: ……**