

JOB DESCRIPTION FOR JUNIOR POSITIONS

POST DESCRIPTION		
1	Ministry: Ministry of Fisheries	
2	Job Title: - Fisheries Trainee, Offshore Section, FSD	
3	Band: S Salary (\$6,720 - \$10,080)	Post Number: Location: Nukuálofa
4	<p>Purpose:</p> <p>1. To support in collecting data with related information to assist in enhanced Scientific knowledge and advice on aquatic stock status of Offshore (Tuna and Deepwater Snapper) fisheries and provide advice to the Ministry on the ecological sustainability of Tonga's tuna and snapper resources.</p>	
	Key Results Area	Performance Indicators
5.1	Support on Data collection (Port Sampler) for both tuna and snapper fisheries. (kg, length, species)	<ul style="list-style-type: none"> Number of data collected according to number of fishing vessels unloading Accuracy and completeness of data
5.2	Support in Port Sampler <ul style="list-style-type: none"> Support on conducting port sampling session Review and read any new or revised data sheets, FAO codes and fish ID Preparing port sampling tools and gather all equipment and tools together Support on completing the Port sampling form and submit to the HoS to enter into database. 	<ul style="list-style-type: none"> Accuracy of port sampling data be familiar with FAO codes and fish ID According to Port Sampling manual All tools are ready to use by the moment the vessel comes in No later than 3 days after completion of unloading.
5.3	Support on collecting and double check vessels log sheets for fuel concession scheme (except log sheets from Pacific Sunrise fishing vessels are submitted directly to HoS and Licensing section.	<ul style="list-style-type: none"> Accuracy of log sheet According to Port Sampling manual No later than 3 days after completion of unloading.
5.4	Support on collecting and completing the unloading form from the tuna vessel. (Cross check data (unloading vs log sheet and Port sampling form)	<ul style="list-style-type: none"> Accuracy of unloading forms According to Port Sampling manual No later than 3 days after completion of unloading.

5.5	<p>Support on collecting and recording <i>bluenose</i> and <i>ocean blue-eye</i> species data from snapper fishing boats</p> <ul style="list-style-type: none"> • Verify <i>bluenose</i> and <i>ocean blue –eye</i> species • Measured, sexed and weighed, and a sampled for maturity 	<ul style="list-style-type: none"> • Accurate verification to species level (correct species ID) • Appropriate biological data
5.6	<p>Support on calculating the % of shark catch per trip and report of non-compliance with WCPFC obligations & TC especially vessels not carry observers.</p>	<ul style="list-style-type: none"> • Comply with NPOA & TC • Reports submit to the Licensing section within 2 days after completion of the unloading.
5.7	<p>Support the compliance duties at the airport and from Faua wharf to Patangata). Support on other fisheries data collection</p> <ul style="list-style-type: none"> • Creel & Market survey • Artisanal Tuna data collection <p>Support on biological and ecological sampling (Removed otolith, fins clips, gonads and guts) for offshore fishery species.</p>	<ul style="list-style-type: none"> • Comply with Fisheries regulations • Monthly report • Complete data and submit to head of Technical Services • Complete data and submit to HoS • Complete sampling forms • Number of samples collected
5.8	<p>Data entry (enter Snapper data into databases) Do simple data analyses</p>	<ul style="list-style-type: none"> • Updated databases • Fisheries reports
5.9	<p>Support on selling of fish from foreign fishing vessels at Tuimatamoana Fish market</p>	<ul style="list-style-type: none"> • Report of amount of fish sold and pay-in of cash to accountant (Follow project MOU)
5.10	<p>To perform all function of an authorize officer as provided in section 71 of the Fisheries Management Act 2002</p>	<p>Comply with Fisheries Management Act 2002</p>
5.11	<p>Comply with relevant PSC and internal policies (Public Services Act and Regulation 2010, Disciplinary procedures Grievances and dispute regulations, PSC policy instruction, internal policies (verbal and internal)</p>	<p>80% comply with PSC policy</p>
5.12	<p>To perform any other duties that directed from Head of Ministry/Division/Section</p> <ul style="list-style-type: none"> - RAS duties - Compliance and enforcement - Aquaculture & Coastal sections activity - Other fisheries data collection 	<p>Duties completed on time</p>
6	<p>Reports Directly to:</p>	<p>Head of Offshore section</p>

7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Public Relations skills • Highly motivated, trustworthy and dependable • Good computer literate
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Fluent in both English & Tongan languages • Can communicate both in Tongan & English
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Highly motivated, trustworthy and dependable • Honest and committed to work
7.4	Education & Experience:	<ul style="list-style-type: none"> • Must pass Tonga National Form Seven Certificate OR • Must pass Tonga School Certificate and at least one (1) year work experience in related areas OR • Higher qualification • Good grades in computer studies is desirable
8	Core Behavioral competencies	
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best

		<p>interest of the organization</p> <ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 -	<ul style="list-style-type: none"> ➤ 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)	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational

		<p>initiatives, policies and procedures and help others accept any changes and remain effective</p> <ul style="list-style-type: none"> ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 (where applicable)	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Fisheries Trainee	<p>Name : Vacant</p> <p>Sign:.....</p> <p>Date:.....</p>
8.2	Head of Offshore	<p>Name: Martin Wesley Finau</p> <p>Sign:.....</p> <p>Date:.....</p>
8.3	Chief Executives Officer	<p>Name: Dr. Tu'ikolongahau Halafihi</p> <p>Sign:.....</p> <p>Date:.....</p>