

Ministry:	Ministry of Fisheries
Division:	Fisheries Compliance Division
Location:	Tongatapu
Position:	Compliance and Enforcement Officer
Reports to:	Deputy CEO
Job Purpose	<p>The Ministry of Fisheries is responsible for the conservation, management, sustainable utilization and development of fisheries resources in the Kingdom and the fisheries waters in order to achieve economically, socially and environmentally sustainable fisheries that contributes to better living standards for all Tongans.</p> <p>Purpose</p> <ol style="list-style-type: none"> 1. Assist all compliance and enforcement duties and ensure it's all comply with our national law and regulation.
Accountabilities / Outcomes	<p>Assist Inspections</p> <ul style="list-style-type: none"> • Packing of commercial marine product for export • Fish processing facilities (HACCP) • Fish fences & fishing nets
	<p>Assist Boarding & inspections</p> <ul style="list-style-type: none"> • All Fishing vessels when arrive and departure & the EEZ. • Attending Observer Placement meeting.
	<p>Assist Investigation of breaches of fisheries legislation.</p> <ul style="list-style-type: none"> • (refer FMA 2002, section 10 subsec 1)
	<p>Assist in Supporting Evidences</p> <ul style="list-style-type: none"> • Prepare strong supporting evidences when investigation is positive eg pictures, documents
	<p>Assist Enforcement of Fisheries Regulations at Fish Market, road side market, restaurant, ferry, small scale fishing boats, SMA etc.)</p>
	<p>Assist Observer Coordinator in data entry and administrative duties in the Tonga Observer Program.</p>
	<ul style="list-style-type: none"> • Ensure to provide report to Head of Section weekly, monthly or quarterly basis
	<ul style="list-style-type: none"> • To perform all function of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002 (D)
	<ul style="list-style-type: none"> • Comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) (ID) <ul style="list-style-type: none"> - Attendance policy

	- Dress code
	<i>Perform any other duties as may be directed by the CEO or immediate supervisor and HOD</i>
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Communication & Language</p> <ul style="list-style-type: none"> ➤ Following straightforward written and spoken instructions and work processes ➤ Completing forms and straightforward reports ➤ Communicating effectively with work colleagues and supervisors <p>Planning</p> <ul style="list-style-type: none"> ➤ Following the instructions of others who will plan the work <p>Organising</p> <ul style="list-style-type: none"> ➤ Being responsible for getting the job done and delivering a service or product usually in a short time frame ➤ The tasks are generally repetitive and predicable <p>Controlling</p> <ul style="list-style-type: none"> ➤ Taking care to ensure that the product or service they deliver is effective and safe <p>Leading</p> <ul style="list-style-type: none"> ➤ Taking responsibility for own work and taking instructions from manager or supervisor ➤ Highly self-motivated, trustworthy and dependable ➤ Must be committed to duties allocated, efficiently and effectively. ➤ Transparent, responsive, supportive, receptive and accountable to effective delivery of services to clients.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 <p>Desirable:</p> <ul style="list-style-type: none"> • Higher qualification will be considered
Authorised by (sign and date)	
Supervisor	Name: Vacant

	Signature: Date:
Head of Division	Name: Mele 'Atuekaho Signature: Date:
CEO	Name: Dr. Tu'ikolongahau Halafihi Signature: Date:
Employee	Name: Vacant Signature: Date: