

Ministry:	Ministry of Fisheries
Division:	Fisheries Compliance Division (FCD)
Location:	Tongatapu
Position:	Technical Officer Grade II
Position Number:	MOF0057
Reports to:	Technical Officer Grade II
Band:	M
Salary:	\$15, 120- \$22,680
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>The purpose of this role is to assist the administration of the Tonga National Observer Program (TNOP) through deploy fisheries observers on both foreign fishing vessels and local fishing vessels as required, pre- debrief and debrief observer data and conduct other duties to support the administration and implementation of the TNOP. This role also assists the monitoring of the Vessel Monitoring System (VMS).</p> <p>Support all compliance and enforcement duties and ensure it's all complying with Tonga Fisheries Act and Regulations</p>
Accountabilities / Outcomes	Assist the administration of the Tonga National Observer Program
	Assist with the deployments of observers on local, Foreign Fishing Vessels, Cook Island flagged vessels and US Treaty vessels
	Ensure to collate, and enter all observer data and ensure it gets to relevant parties
	Manage the preparation of logistics for debriefing process
	Manage the Pre-Debrief observer data and Debrief Observer Data
	Assist with the arrangement of flights, payment of wages and allowances for observers.
	Assist the VMS coordinator when require
	Analyse VMS Data if require
	Prepare VMS Snapshots for Fishing Vessels
	Participate in Aerial Surveillance and Surface Patrol
	Ensure to complete PMS assessment form in accordance with the internal deadline set.

	Support in implementing of Fisheries Covid 19 response plan
	<p>Support compliance and enforcement activities when required which include monitoring of sea cucumber fishery duties:</p> <ul style="list-style-type: none"> • Collection of sea cucumber harvest data • Conduct inspection of under size sea cucumber • Stock taking for bechdemer • Packing and export
	<p>Ensure to comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions)</p> <ul style="list-style-type: none"> - Attendance policy - Dress code
	<ul style="list-style-type: none"> • Execute all functions of an authorized officer as provided in Section 71 of the Fisheries Management Act 2002
	<ul style="list-style-type: none"> • Execute any other duties that assigned by Head of Ministry/Division.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <p>Communication & Language</p> <ul style="list-style-type: none"> ➤ Discussing work issues with individuals or groups with confidence ➤ Preparing clear and concise papers or documents for discussion by others who are often more senior ➤ Reading, writing and understanding work material or instructions that may be complex or require analysis <p>Planning</p> <ul style="list-style-type: none"> ➤ Contributing to planning processes or design for an organisational output <p>Organising</p> <ul style="list-style-type: none"> ➤ Contributing to the implementation and achievement of a planned output, product or service ➤ Having responsibility for the achievement of a specific output or service <p>Controlling</p> <ul style="list-style-type: none"> ➤ Monitoring, evaluating and reporting on the quality of outputs, generally to more senior staff ➤ Utilizing appropriate processes to ensure quality of

	<p>output and delivery</p> <p>Leading</p> <ul style="list-style-type: none"> ➤ Providing work supervision or assistance to other staff and may allocate work or tasks ➤ Providing input into the performance management of other staff if required
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> - Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience - Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience - Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) <p>Desirable:</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Kalolaine Manuopangai</p> <p>Signature:</p> <p>Date:</p>
Deputy CEO/ HOD	<p>Name: Mele 'Atuekaho</p> <p>Signature:</p> <p>Date:</p>
CEO	<p>Name: Dr. Tu'ikolongahau Halafihi</p> <p>Signature:</p> <p>Date:</p>
Employee	<p>Name: vacant</p> <p>Signature:</p>

	Date:
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