

Ministry:	Ministry of Fisheries
Division:	Fisheries Management and Development Division (FMDD)
Location:	Tongatapu
Position:	Principal Fisheries Officer/Principal Economist
Position Number:	MoF0009
Reports to:	Deputy Secretary
Band:	J
Salary:	\$26,880 - \$40,320
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 role of this post is to Manage, monitor and evaluate the development and implementation of economics and statistical elements of Fisheries Management and Development Plans for fisheries sub-sectors and provide Advise and report to CEO and Senior Management.</p> <p>Analyze and monitor the growth and development of the fishing industry to determine its annual contribution to the overall economy and identify economic issues pertaining to the Ministry's fishery management and development functions, and the overall fisheries sector.</p> <p>Manage to interpret the statistical and economic data performance for fisheries sector to enable stakeholders to view annual trends of all fisheries sub-sectors OR commercial fisheries and to compare current performance with previous years.</p> <p>Coordinates to conduct cost benefit analyses on current fisheries operation and feasibility studies of potential areas for fisheries development.</p> <p>Manage to conduct market research, participate in trade negotiation to ensure availability of new markets for all marine products export from Tonga and prepare quarterly economics reports.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Manage to develop Section's Annual and monthly work plan. • Manage to prepare and review the section's part on CP/AMP and IAMP. • Support the Divisional plan and part to Ministry's

	<p>Corporate Plan (CP)/AMP and IAMP</p> <ul style="list-style-type: none"> • Implement and monitor section's Annual work plan
	<ul style="list-style-type: none"> • Manage to prepare Section's Annual budget inclusion in the Corporate Plan and Annual work plan. • Manage to prepare Section's Annual Cashflow and monthly cashflow • Ensure the efficient and effective management of the Section's budget. • Implement and monitor the Section annual work plan according to budget. • Support the DCEO to monitor Divisional budget and prepare reports and forecasts as necessary technical reports on all projects completed in accordance with project timetable.
	<ul style="list-style-type: none"> • Manage to prepare and submit all reports required from the Section including annual & six month, monthly and fortnightly reports also performance report and any other reports required from the Section. • Ensure participate at Divisional meeting/other Fisheries official working group/committee. • Support D/CEO in advice of Chief Executive and senior staff on Economic issues. • Manage to provide operational reports as required.
	<ul style="list-style-type: none"> • Manage to provide advice to the DCEO and CEO on all Divisional operational matters as required. • Ensure to participate at agency meetings, other national meetings, and regional and international agency meetings as required. • Lead all economic surveys and any other survey required for the section.
	<ul style="list-style-type: none"> • Coordinate and execute targeted activities for stakeholders organize training and development activities for the Ministry and relevant agencies. • Organize Section's staff to ensure that operational procedures had been deliver more efficient and effective services
	<ul style="list-style-type: none"> • Regularly assess and monitor the support staff performance (annually/6months/monthly, fortnightly) • Ensure the section staff understand their performance targets, MOF objectives, values, impact, outputs and outcomes • Job descriptions for section staff are complete and up-to-date • Implement and monitor recommendations from Performance Assessment Form
	<ul style="list-style-type: none"> • Prepare and conduct economic survey as requested.

	<ul style="list-style-type: none"> • Ensure availability of new market for fishers. Also participate in trade negotiations to ensure marine products have market and can be traded. Also trade information are monitored and made available to all stakeholders on a timely basis
	<ul style="list-style-type: none"> • Conduct economic analysis of each fishery to determine management measures to manage the fishery ALSO advice fisherman of the efficiency and profitability of the vessels • Analyze the development of the fishing sector to determine its annual contribution to the overall economy (e.g., access agreements & Licensing fees, GDP contribution, resource rent, etc.) • Assist Head of Fisheries Management and Development Division in drafting the Aquaculture Investment Policy. • Advise Head of Fisheries Management and Development Division and CEO on fisheries economics issues. • Developing fisheries economic development projects
	<ul style="list-style-type: none"> • Support in liaise with staff from other Division to assist with selling of fish • Ensure to follow up reports from Marketing Officer on result of sales after every trip • Ensure payment of NFC portion from total sales after every trip
	<ul style="list-style-type: none"> • Ensure to complete PMS form and support staff of the section
	<ul style="list-style-type: none"> • Develop implementing and monitoring of the Fisheries Covid 19 response plan, NCD project and Disaster management.
	<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

	<ul style="list-style-type: none"> ➤ 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 output and delivery <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 <p>Desirable:</p>
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> - Master’s Degree with no working experience - Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience - Bachelor’s degree with at least 3 years’ experience in a similar role or at least 4 years relevant working experience <p><u>Qualifications acceptable for this role must be in Fisheries, Marine Science, Aquaculture, Biology, Environmental Sciences, Maritime Affaires, Marine Affairs, Marine Conservation, Economics, Marketing, Business Management Administration, Law, or Fisheries Economics from a recognised educational</u></p> <p>Desirable:</p>
<p>Authorised by (sign and date)</p>	
<p>Supervisor</p>	<p>Name: Dr. Siola’a Malimali</p>

	Signature: Date:
Deputy CEO/ HOD	Name: Dr. Siola'a Malimali Signature: Date:
CEO	Name: Dr. Tu'ikolongahau Halafihi Signature: Date:
Employee	Name: vacant Signature: Date: