

Ministry:	Ministry of Fisheries
Division:	Fisheries Science and Extension Division (FSED)
Location:	Tongatapu
Position:	Senior Fisheries Assistant
Position Number:	MOF0055
Reports to:	Principal Fisheries Officer
Band:	N
Salary:	\$11,760 – \$17,640
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 execute the pearl activities and support hatchery & production manager in conducting researches on seed production, nursery monitoring activities, and base-line study for target species had commercial importance.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Support pearl activities and support hatchery & production manager in conducting researches on seed production, nursery monitoring activities, and base-line study for target species had commercial importance.
	<ul style="list-style-type: none"> • Manage to conduct routine work (cleaning tanks, exchange water, thinning clams, etc) also liaise with pearl farmers to ensure activities undertaken with regular basis
	<ul style="list-style-type: none"> • Manage to conduct the collecting of broodstocks for pearl spawning and support in collecting other broodstock for hatchery productions activities conducted at Mariculture Centre in Sopo (i.e. giant clams, sea cucumbers, etc.) either free diving or SCUBA diving.
	<ul style="list-style-type: none"> • Support at the preparation and conducting spawning activities for pearl oyster and support in preparation and conducting spawning activities for other target commodities i.e. giant clams, sea cucumbers, seaweeds, etc.
	<ul style="list-style-type: none"> • Assist in the releasing and monitoring of juveniles of cultured species into ocean nursery

	<ul style="list-style-type: none"> • Support in conducting resource assessment survey for commercial species in Tonga i.e. sea cucumbers resources, finfish & coral fisheries, etc.
	<ul style="list-style-type: none"> • Manage the daily checking of water quality parameters test at the Mariculture Centre included cultures areas i.e. pH test, water temperature, dissolve oxygen, salinity test, ammonia test, etc.
	<p>Support in sea cucumber fishery duties:</p> <ul style="list-style-type: none"> • Collecting the sea cucumber harvest data • Conduct inspection of under size sea cucumber • Stock taking for bech-de-mer • Packing and export
	<ul style="list-style-type: none"> • Support in implementing of Fisheries Covid 19 response plan.
	<ul style="list-style-type: none"> • Ensure to comply with relevant PSC and internal policies. (Public Services Act & Regulations 2010) – (Disciplinary Procedures, Grievance and Dispute Regulations, PSC Policy Instructions) <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"> ➤ Engaging verbally and in writing on work issues with others ➤ Communicating effectively with a range of people about work tasks ➤ Following more complex work processes and requirements <p>Planning</p> <ul style="list-style-type: none"> ➤ Planning own short- term work programme or schedule but will generally follow instructions or operating procedures <p>Organising</p>
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	<ul style="list-style-type: none"> ➤ Delivering specific services or processes which may vary in nature ➤ Cooperating with others to achieve goals <p>Controlling</p> <ul style="list-style-type: none"> ➤ Meeting the requirements for quality standards in the work they do ➤ Using team/peer review to ensure quality of product or service delivery <p>Leading</p> <ul style="list-style-type: none"> ➤ Work effectively in a team and supporting other team members <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Diploma Level 5/6 TNQAB framework in relevant field; • Certificate level 4/trade/technical qualification + 2 years' relevant work experience • Form 7 + 4 years' relevant work experience • PSSC + 7 years' relevant work experience • Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Authorised by (sign and date)	
Supervisor	<p>Name: Martin Finau</p> <p>Signature:</p> <p>Date:</p>
Deputy CEO / HOD	<p>Name: Poasi Ngaluafe</p> <p>Signature:</p> <p>Date:</p>
CEO	Name: Dr. Tu'ikolongahau Halafihi

	Signature: Date:
Employee	Name: Vacant Signature: Date: