

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Community Based Fisheries Management Officer	3. Salary Level: 9-7	4. Division: Coastal Fisheries Division
5. Reports To: Director of Coastal Fisheries	6. Direct Reports: Director of Coastal Fisheries	
7. Primary Objective of the Position: Oversee the implementation and scaling out of the community based fisheries management program		

8. Position Overview	
9. Financial: Up to \$1453.40 and more	10 Legal: Fisheries Act 2010
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director of Coastal Fisheries Division • Policy Development Division • Principal Fisheries officers • Senior Fisheries Officers • Coastal Fisheries Division staff • Fisheries Assistant • Account <p>To be referred to Director:</p> <ul style="list-style-type: none"> • Progress report • Activity plans • Project document 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • CEO/Clerk to Islands Council • Mayor • Councilors • Fisherman Cooperatives • Ministry of Environment, Lands and Agriculture Development • Ministry of Internal Affairs • Ministry of Women, Youth, Social & Sports Affairs • Tourism Authority of Kiribati • Local Community • Bilateral projects <p>To be referred to Director</p> <ul style="list-style-type: none"> • Request letter regarding assistance in field of fisheries concerns • Progress report of Fisheries Assistant Servicing Outer islands. • Returns of DW from Outer islands
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Oversee and manage implementation of the community based fisheries management program	Develop a strategy for implementation and scaling out of the CBFM program in collaboration with relevant stakeholders	Implementation and scaling strategy developed
	Facilitate development of management plans at the community level and ensure inclusive and participatory process are applied	Number of draft management plans developed All stakeholders are included in the management process and they have buy-in over new plans
	Ensure the formalization of management plans follow the Fisheries (Conservation and management of coastal fisheries resources) Regulations 2019	Number of management plans fully endorsed and operational.
Supervise CBFM team members	Mentor and supervise the activities of the CBFM team members	Staff performance assessment
Communicate results and achievements	Field trip report write ups, article and contribute to newsletter publications	Number of field trip reports, articles and newsletters produced
	Contribute to publications through media and scientific articles such as for the Pacific Community	Number of publications developed and published
Support a wider CBFM network	Ability to communicate and work collaboratively within the Coastal Fisheries Division and with relevant Ministries	Coordinated approach with all relevant stakeholders
	Work collaboratively with the regional and international stakeholders and bilateral projects	Coordinated approach with all relevant stakeholders
	Assist in the Blue charter national taskforce	Meeting minutes and reports drafted and disseminated to stakeholders for action

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Develop a capacity development program	To assist in developing objectives and goals relating to national capacity building in the fisheries sector, training and information dissemination to fishermen and the general public.	Number of capacity building training conducted to fisheries staff and the number of information disseminated to the general public
	Provides input to awareness raising and education materials focused on coastal fisheries management	Number of awareness materials produced and disseminated
	Develop training manuals, guidelines, information sheets on CBFM for fisheries staff and relevant stakeholder	Number of training and education resources produced
Undertake necessary travel assignments	Willing to travel on official duty or training to the outer islands and overseas countries even on short notices and under any circumstances.	Number of trainings and outer island visits attended
Maintain administrative duties	Develop work plans for the Unit in line with the Division and Ministry annual work plans	Work plans developed and in line with Division's plans
	Maintain up to date financial and administrative procedures for all activities undertaken	All administrative tasks and reporting are completed within the set deadline
	Assist in the development of grant proposals	Number of grant proposals

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Sustainable development and utilization of marine resources. • Supervision of team members • Maintain participatory processes, inclusive stakeholder consultation in activities • Scaling out the Community-based fisheries management program in Kiribati • Coordination of and collaboration with projects on community-based fisheries management 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ol style="list-style-type: none"> 1. The appointee should possess one of the following Degree in Marine Science or Marine Affairs 2. A Degree in Science majoring in the relevant subjects of fisheries and marine science or applied science. <p>Experience: Prior knowledge and experience with the Fisheries Division for at least 3 years would be a requirement.</p> <p>Job Training:</p>

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<ul style="list-style-type: none">• Promotes collaborations with other stakeholders on issues such as food security and small-scale livelihoods in support of community-based fisheries management	<p>Prerequisite: Facilitation skills, report writings and data analysis</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">○ Coastal fisheries management○ Community-based fisheries management○ Training and mentorship of staff○ Leadership and Management○ Supervision○ Customer and Personal Service○ English Language○ Computers and Electronics <p>2. Skills:</p> <ul style="list-style-type: none">○ Community engagement○ Speaking○ Active Listening○ Reading Comprehension○ Social Perceptiveness○ Monitoring <p>3. Attributes</p> <ul style="list-style-type: none">○ Organized○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative
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	<ul style="list-style-type: none">○ Fair○ hardworking and dedicated○ sharing○ interested in meeting people
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