

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>Ministry of Fisheries and Marine Resources Development</b>		
<b>1. Position Title:</b> Director of Oceanic Fisheries Division.	<b>2. Salary Level:</b> L4	<b>3. Division:</b> Oceanic Fisheries Division (Formerly Licensing and Compliance Division)
<b>4. Report To:</b> Minister	<b>5. Direct Reports:</b> Secretary	
<b>6. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>- To provide scientific and technical advice for sustainable development and management of offshore fisheries and marine resources, particularly Tuna resource in the Kiribati Exclusive Economic Zone and other relevant areas.</li> <li>- To ensure the Fisheries Acts and its related regulations are effectively enforced and updated.</li> <li>- To ensure Kiribati position in tuna regional regimes and management measures are well reflected and maintained.</li> </ul>		
<b>7. Position Overview:</b>		
<b>8. Financial:</b> \$20,000.00	<b>9. Legal:</b> Fisheries Act, Marine Boundary Declaration Act, NCS	
<b>10. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• LCD officials</li> <li>• MFMRD staff</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Matters requiring the approval of Secretary and HM</li> </ul>	<b>11. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• WCPC</li> <li>• IATTC</li> <li>• FFA</li> <li>• PNA</li> <li>• SPC</li> <li>• Other Ministries</li> <li>• Foreign Fishing Companies</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Matters requiring the approval of Secretary and HM</li> </ul>	
<b>12. KEY ACCOUNTABILITIES (Include linkage to KV20, KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ KV20</li> <li>▪ KDP/KPA:</li> </ul>		

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<ul style="list-style-type: none"> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p>Administration, Management, Technical and Supervisory role</p>	<ol style="list-style-type: none"> <li>1. Administer, Manage and ensure for maintenance the LCD office facilities and machines to ensure for smooth operations Division</li> <li>2. Develop achievable schedules and plans for the Division in line to the Ministry strategic goal</li> <li>3. Develop objectives and goals relating to sustainable development off the offshore marine resources</li> <li>4. Liaise with key stakeholders (regional, and sub-regional organizations involved) for assistance on trainings and support for the sustainable management and development of offshore marine resources</li> <li>5. Prepare and manage the annual budget of the Division</li> <li>6. Formulate relevant policies and ensure for the provision of technical advice and recommendation to HM and Secretary during bilateral fishing consultations, Fisheries Ministerial Forums</li> </ol>	<p>All assets of LCD are accounted for and maintained in good conditions</p> <p>Division work plan available and achieved within the reporting period</p> <p>A well-developed objective and goal of the Division is available for sustainable development and management of the offshore marine resources</p> <p>Regional support on trainings and of support were provided by regional and sub-regional partners when required for the Division</p> <p>Annual budget for the Division is required and managed well</p> <p>Kiribati's interest in the management measures agreed at the regional level are well reflected</p>

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	<ol style="list-style-type: none"> <li>7. Provide timely scientific and technical advice to Minister and Secretary to inform effective policy and decision making process.</li> <li>8. Represent the Ministry in local, regional and sub-regional committee/conference/meetings, particularly those related to development and management of offshore marine resources</li> <li>9. Manage the LCD staff</li> <li>10. Develop technical and academic short and long term training for LCD staff to ensure staffs possesses the required trainings and information</li> </ol>	<p>Informed and updated decision making is observed on timely manner.</p> <p>MFMRD and Kiribati position is represented to all necessary meetings at local, regional, sub-regional and international levels.</p> <p>Manage LCD staff inline with NCS and ensure LCD staff allocated task and duties are complete on timely manner.</p> <p>LCD staff possess the training and qualification required to enable them complete or deal with her daily task</p>
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**10. Key Challenges**

- Dealing with individual staff of the Division that may have different personalities, limitations and capabilities
- Maintaining good work ethics and protocols among work colleagues
- Ensure the Division attained goals within the given time-line
- Limited budget and resource to keep up with Oceanic Fisheries Management Responsibilities and Government's expectations.
- Enforcing of policies, rules, regulations and agreement terms and license conditions with concerned stakeholders.

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

**Education:** Master in Marine Science/Fisheries Science/Fisheries Management/Applied Sciences

**Experience:** 5 years relevant work experience at Senior management level or 7 years work experience in Medium Management level, in Oceanic (tuna) fisheries management related field with good understanding in the complexity of sub-regional, regional and international tuna regimes, meetings and forums.

**Job Training:** Leadership, Fisheries Science, Fisheries Economics and Management trainings

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**Prerequisite:** 5 years work- experience at Licensing and Compliance Unit.

**11.2 Key Attributes (Personal Qualities):**

**1. Knowledge**

- Fisheries Sustainable Management
- Fisheries Sustainable Development
- Management of staff
- Negotiation skills

**2. Skills:**

- Strong leadership skills
- Strong spoken and written English skills
- Communication and negotiation skills
- Critical and Analytical thinking and decision making capabilities
- Planning and Budgeting experiences skills

**3. Attributes**

- Work during odd hours
- Ability to work and attend to urgent matters as and when needed
- Ability to deal with pleasure
- Accountability and professionalism

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