

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development		
<b>2. Position Title:</b> Senior Verification Assistant	<b>3. Salary Level:</b> L11-10	<b>4. Division:</b> Competent Authority
<b>5. Reports To:</b> Verification Officer and/or Senior Verification Officer	<b>6. Direct Reports:</b> CA Director	
<b>7. Primary Objective of the Position:</b> Provide administrative and technical assistance/support to the CA with regard to auditing, inspection and reporting; ensuring smooth operations of the CA or Kiribati Seafood Verification Agency (KSPA)		
<b>8. Position Overview</b>		
<b>9. Financial:</b> \$9,308.00 - \$10,946.00	<b>9. Legal:</b> Kiribati National Conditions of Service 2012 Fisheries Act 2010 Fish Export Regulation 2012 National Control Plan Kiribati Industry Standards	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• CA Officials</li> <li>• Fisheries Division colleagues</li> <li>• MFMRD Headquarter colleagues</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Fishery Business Operators</li> <li>• Import and Export Control Offices/Organizations such as, Kiribati Ports Authority (KPA), Customs Office, MCIC, MELAD (Agricultural Division), MFED, MFAI.</li> <li>• Local Courier Service Providers (DHL, TNT and UPS)</li> <li>• Accredited Laboratories (IAS Laboratory USP, AsureQuality NZ, etc.)</li> <li>• Local and Regional Suppliers of Sampling Equipment, Material and other consumables such as, Thermofisher Scientific NZ, AsureQuality NZ, etc.</li> </ul>	
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 1: Human Resource Development</b></li> <li>▪ <b>MOP Outcome: KPA 1: Human Resource Development 1.5</b></li> </ul>		
<b>Key Result Area/Major</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

*This is position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>Responsibilities</b>		
Administrative Roles and Responsibilities	<ol style="list-style-type: none"> <li><b>1.</b> Administer and manage approved lists of establishments (internal and external) and other emerging fish processing facilities that are subject to the CA's approval and listing</li>   <li><b>2.</b> Maintain and monitor all relevant records and reports with regard to all CA official controls such as, Health Certificates, Audit Reports, Corrective Action Reports (CAR), etc.</li>   <li><b>3.</b> Maintain and update database of all records and reports pertaining to CA operations so as to ensure documented works are effectively stored and efficiently managed</li>   <li><b>4.</b> Control, manage and monitor movement of all technical equipment used by the CA so as to ensure inventory is kept current and updated</li>   <li><b>5.</b> Assist with communications to FD and HQ with regard to weekly attendance, local purchases and other related works</li>   <li><b>6.</b> Assist with logistical preparations for samples by communicating to local courier service providers with regard to destination and schedules</li> </ol>	<ul style="list-style-type: none"> <li>- Official list of approved establishments is maintained and prior notification is given to CA Director for other interested Fishery Business Operators (FBO)</li>   <li>- Records and reports timely filed and maintained to allow easy access of information if required</li>   <li>- Database is timely updated and relevant reports and records are included</li>   <li>- All equipment are monitored and registered</li>   <li>- Assistance and support from Administration and FD established and maintained</li>   <li>- Logistical preparations for sampling are timely communicated to courier service provider</li> </ul>

*This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<p>Technical Roles and Responsibilities</p>	<p><b>7.</b> Assist and support with official controls especially in audit and inspection of approved and listed establishments (FBO's)</p> <p><b>8.</b> Make recommendations to the Verification Officer or Senior Verification Officer on any issues and concerns encountered during the course of inspection and auditing activities</p> <p><b>9.</b> Assist in collection for water and fish samples from approved and listed establishments prior analytical testing</p> <p><b>10.</b> Ensure that tools and equipment (ph Meters, thermometers, etc.) used for the CA office are calibrated and made available when required</p> <p><b>11.</b> Prepare, participate and present on behalf of the CA and Ministry at national, regional and global workshops, conferences</p> <p><b>12.</b> Other relevant duties as directed by the CA Director</p>	<ul style="list-style-type: none"> <li>- Participate in audit and inspection or other official controls within the CA</li> <li>- Identify and notify VO and SVO on issues and matters with regard to observations during audit/inspections</li> <li>- Water and fish samples collected from approved establishments and prepared for shipment</li> <li>- All currently used tools are validated through calibration methods</li> <li>- Proper preparation is done prior national, regional and global meetings and workshops</li> </ul>
---	---	---

<p><b>10. Key Challenges</b></p>	<p><b>11. Selection Criteria</b></p>
<p>Generally, the position requires individuals that are skilled in effective communication, data analysis, good organizational skills and working through the weekends; as such, major challenges</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Undergraduate Qualifications in Seafood Science/Marine Science/Fisheries Management/Applied Science/Food Science and Safety/Microbiology and other related fields.</p>

*This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<p>include;</p> <ul style="list-style-type: none"><li>• Working in the weekends and during odd hours</li><li>• Team-work is required to ensure team members effectively contribute and participate during official controls</li><li>• Communication is an integral part of work with the CA at the office with stakeholders and FBO's</li><li>• Dealing with numerous information and data may be challenging and therefore require proper organization and preparedness</li><li>• Being prompt is crucial since working with the CA means working with FFP production</li><li>• Willingness to learn and train on the job is a requirement, given its importance in preparing and calibrating CA officials</li></ul>	<p><b>Experience:</b> Not Required</p> <p><b>Job Training:</b> HACCP Course or HACCP Awareness</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Principles of HACCP (Hazard Analysis Critical Control Point)</li><li>• <b>"FISH AS FOOD"</b> and not just fishery or marine resources</li><li>• Local Legislation and Policies on FFP</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Strong spoken and written English skills</li><li>• Communication and negotiation skills</li><li>• Database and book-keeping abilities</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Work during odd hours</li><li>• Promptness and Meeting Deadlines</li><li>• Mentally and Physically Fit</li></ul>
---	---

*This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*