

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

**6. Project Officer**

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development	
<b>2. Position Title:</b> Project Officer	<b>3. Salary Level:</b> 15-14/13-12
<b>5. Reports To:</b> Senior Economist (Offshore and inshore) PDD	<b>4. Division:</b> Policy and Development Division (PDD)
<b>6. Direct Reports:</b> Director and PE, PDD	
<b>7. Primary Objective of the Position:</b> To provide assistance in the assessment and appraisal of the Ministry of Fisheries and Marine Resources Development projects for technical, financial and economic viability before submission to the Ministry of Finance and Economic Development	

8. Position Overview	
<b>9. Financial:</b> Up to \$8,346.00	<b>10. Legal:</b> Fisheries Act, NCS, Kiribati National Fisheries Policy, Fisheries regulations and relevant governing instruments.
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Secretary,</li> <li>• Director and PDD staff</li> <li>• staff of the Ministry</li> <li>• Heads of Departments</li> <li>• Outer Island Fisheries Assistants</li> <li>• Account Staff</li> <li>• Registry Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Consultations for Fisheries Development Projects with the Island Council</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• CEO/Clerk to Islands Council</li> <li>• Mayor</li> <li>• Councilors</li> <li>• Island Council Treasurer</li> <li>• Artisanal Local Fishermen</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Reports on the consultation of fisheries development projects</li> </ul>

*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"> <li>• Report any issues concerning fisheries development projects to Senior Resource Economist and Director of PDD</li> <li>• Report on status of fisheries projects as required</li> </ul>		
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ KDP/KPA: KPA 2- Economic Growth</li> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Formulation of Fisheries related projects/ proposals	Assess and appraise the Ministry of Fisheries and Marine Resources Development projects for technical, financial and economic viability before submission to Ministry of Finance and Economic Development;	Identified proposals/ projects that are viable
	Assist the Divisions and Companies under the ambit of the Ministry of Fisheries and Marine Resources Development to identify, prepare and document resource projects including projects which may be required by the Senior Economist or as advised from time to time;	Fisheries related Projects/ proposals are identified
	Co-ordinate and implement approved Fisheries and Marine Resources Development projects;	Approved Fisheries Projects are well coordinated and implemented
	Co-ordinate financial requirements of implemented Fisheries and Marine Resources Development projects;	Budget is well utilized
Development project preparation and monitoring	Monitor financial and physical status of Ministry development projects and preparation and submission of	Implementation and operation of projects are well monitored

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	the following report on a timely basis; periodic and other required progress reports.	
	Provide assistance and support on project acquittal statements to National Planning Office and Account section of the Ministry.	Progressing reports provided
	Assist the Senior Economist Officer in the preparation of Annual and Supplementary Development Fund Estimates	Project progress report
Development of project inventory	Assist in the co-ordination and preparation of inventory of project items for support of monitoring system	Project inventory report
	Maintain and up-date records of unfunded approved projects for possible funding at a later stage.	Update records maintained

<b>14. Key Challenges</b>	
<p>Collection of data for feasibility studies of any fisheries projects takes time</p> <p>Preparation for developing new projects particularly</p> <ul style="list-style-type: none"> <li>• Time consuming in data collection</li> <li>• Time Frame</li> </ul> <p>Delay in the implementation of fisheries development projects Sought for Fisheries Development Project funding</p> <p>Ordering/Procurement of Projects materials</p>	<p style="text-align: center;"><b>15. Selection Criteria</b></p> <p>Qualifications and experience Form 6 certificate or Form 5 and Prior knowledge and experience with the Planning Unit of the MPMRD with a minimum of 1 years would be a requirement</p> <p><b>16. Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Customer and interpersonal relations</li> <li>○ English literacy</li> <li>○ Clerical</li> <li>○ Computer literate</li> </ul>

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	<ul style="list-style-type: none"><li><b>2. Skills:</b><ul style="list-style-type: none"><li>○ PDM Skills</li><li>○ Economic analysis tools</li><li>○ Data interpretation and presentation</li><li>○ M and E approaches</li></ul></li> <li><b>3. Attributes</b><ul style="list-style-type: none"><li>○ Efficient</li><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</li><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ hardworking and dedicated</li><li>○ interested in meeting people</li></ul></li></ul>

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