

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

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development		
<b>2. Position Title:</b> Fisheries Assistant	<b>3. Salary Level:</b> 18-15/14-12	<b>4. Division:</b> Fisheries Division
<b>5. Reports To:</b> Principal Fisheries Officer	<b>6. Direct Reports:</b> Senior Fisheries Officer	
<b>7. Primary Objective of the Position:</b> To assist in the Monitoring of fisheries related work program in the Outer Islands.		

<b>8. Position Overview</b>	
9. Financial: None	10 Legal: Fisheries Act
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Director of Fisheries Division</li> <li>• Policy Development Division</li> <li>• Fisheries Assistant (colleagues)</li> <li>• Principal Fisheries Officer</li> <li>• Senior Fisheries Officer</li> <li>• Senior Fisheries Assistant</li> <li>• Fisheries Officer</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Progress report</li> <li>• Activity plans</li> <li>• Project document</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>• Fisherman Cooperatives</li> <li>• Teachers</li> <li>• Ministry of Internal Affair</li> <li>• Ministry of Commerce, Industry and Cooperatives</li> <li>• Local Community</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Return DW</li> <li>• Activity plans</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:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
	To assist in the monitoring of work programmes relating to the management and conservation of both coastal and offshore marine resources	Number of work programs monitored
	To assist in monitoring work programmes relating to the coastal fisheries, mariculture and aquaculture developments in the outer islands	Number of work programs monitored
	To assist in the implementation and monitoring of work programmes relating to the marine and biological research activities	Number of marine and biological research assisted
	To assist in the implementation and monitoring of work programmes relating to fisheries data collection and analysis, fisheries economic and fish stock assessments	Number of work program implemented and monitored
	To assist in the implementation and monitoring of work programmes relating to national capacity building, training and information dissemination to the fisherman and the general public	Number of public awareness and workshops implemented.
	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 capacity building training attended
	Willing to carry out such assigned duties on any fishing or research vessel and under water using SCUBA diving gears and other devices	Number of assignments carried out
	Willing to carry out any other duties that the Director of Fisheries may deem necessary	Number of activities or work program attended directed by Director of Fisheries
	Shall be responsible to the Principal Fisheries Officer and the Director of Fisheries.	

*This 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

10. Key Challenges	11. Selection Criteria
	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 6 or Form 5 and Certificate in Fisheries related programs</p> <p><b>Experience:</b> Prior Knowledge or work experience with the Fisheries Division in any fisheries related activities is also an advantage.</p> <p><b>Job Training:</b> <b>Prerequisite:</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>○ Customer and Personal Service</li><li>○ Leadership and Management</li><li>○ Supervision</li><li>○ English Language</li><li>○ Computers and Electronics</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>○ Speaking</li><li>○ Active Listening</li><li>○ Reading Comprehension</li><li>○ Social Perceptiveness</li><li>○ Monitoring</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>○ Efficient</li><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</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.*

Approved by:

Date of Issue:

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

	<ul style="list-style-type: none"><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ hardworking and dedicated</li><li>○ sharing</li><li>○ interested in meeting people</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------