

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

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

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.

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Responsibilities		
Administrative Roles and Responsibilities	<ol style="list-style-type: none"> 1. 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 2. 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. 3. 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 4. Control, manage and monitor movement of all technical equipment used by the CA so as to ensure inventory is kept current and updated 5. Assist with communications to FD and HQ with regard to weekly attendance, local purchases and other related works 6. Assist with logistical preparations for samples by communicating to local courier service providers with regard to destination and schedules 	<ul style="list-style-type: none"> - Official list of approved establishments is maintained and prior notification is given to CA Director for other interested Fishery Business Operators (FBO) - Records and reports timely filed and maintained to allow easy access of information if required - Database is timely updated and relevant reports and records are included - All equipment are monitored and registered - Assistance and support from Administration and FD established and maintained - Logistical preparations for sampling are timely communicated to courier service provider

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<p>Technical Roles and Responsibilities</p>	<ol style="list-style-type: none"> 7. Assist and support with official controls especially in audit and inspection of approved and listed establishments (FBO's) 8. Make recommendations to the Verification Officer or Senior Verification Officer on any issues and concerns encountered during the course of inspection and auditing activities 9. Assist in collection for water and fish samples from approved and listed establishments prior analytical testing 10. Ensure that tools and equipment (ph Meters, thermometers, etc.) used for the CA office are calibrated and made available when required 11. Prepare, participate and present on behalf of the CA and Ministry at national, regional and global workshops, conferences 12. Other relevant duties as directed by the CA Director 	<ul style="list-style-type: none"> - Participate in audit and inspection or other official controls within the CA - Identify and notify VO and SVO on issues and matters with regard to observations during audit/inspections - Water and fish samples collected from approved establishments and prepared for shipment - All currently used tools are validated through calibration methods - Proper preparation is done prior national, regional and global meetings and workshops
<p>10. Key Challenges</p>	<p>11. Selection Criteria</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>11.1 PQR (Position Qualification Requirement): Education: Undergraduate Qualifications in Seafood Science/Marine Science/Fisheries Management/Applied Science/Food Science and Safety/Microbiology and other related fields.</p>	

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