

Ministry: Ministry of Fisheries and Marine Resources Development

1. Position Title: Marine Mechanics	2. Salary Level: 17-14	3. Division: Fisheries Division
4. Reports To: Director of Fisheries	5. Direct Reports: Senior Fisheries Officer	
6. Primary Objective of the Position: Repair and adjust electrical and mechanical equipment of inboard or inboard-outboard boat engines.		

7. Position Overview	
9. Financial: Not applicable	10 Legal: Fisheries Act, NCS, Maritime Boundary Declaration Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Permanent Secretary • Fisheries Management Advisor • Director of Fisheries • Head of Units, FD) • Administration • Senior Accountant To be referred to Manager: <ul style="list-style-type: none"> • Assist in Progress report • Assist in Activity plans • Submit trip report 	12. External Stakeholders: <ul style="list-style-type: none"> • Regional & International Organisations (SPC,FFA,WCPFC, FAO) • External Development Partners (NZAid, AUSAid, ICDF, OFCF, JICA, KOICA, EU, GEF) • Secretaries and Directors, Govt Ministries • CEO/Clerk to Island Councils • Mayor • Councilors • Fisherman Cooperatives • Local Community • NGOs/IGOs To be referred to Manager <ul style="list-style-type: none"> • External assistances • Assistance on inboard and outboard engines maintenance and repair
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Proper coordination and facilitation of work programs</p>	<ul style="list-style-type: none"> • Supervise all mechanic and workshop related activities • Facilitate mechanical assistance when and where needed • Prepare and provide Mechanical and Workshop Annual Work plans and budget • Provide monthly update of progress report for all mechanical and workshop activities • Provide technical advice on proper outboard motor engine troubleshooting • Act as counterpart to the national and international partners for mechanical and workshop related programs • Provide technical advice on ice maker repair and maintenance • Any other duties deemed necessary as advised by the Director of Fisheries. 	<ul style="list-style-type: none"> • Smooth operation of the unit • Timely submission of unit's budget and reports. • Timely submission of monthly progress report of the unit • Technical advice disseminated on OBM troubleshooting • Number of OBM engines repaired and fixed • Number of meetings and engagement with international and national partners • Number of ice maker repaired and maintained

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Proper allocation for utilization of marine resources. 	<p>11.1 PQR (Position Qualification Requirement): Education:</p> <ol style="list-style-type: none"> 1. The appointee should possess one of the following:

- a. **Certificate in Automotive courses, refrigeration courses and OBM engines troubleshooting certificate**
- b. Management in any Fisheries related field

Experience: Prior knowledge and technical experience in refrigeration, welding and OBM repair is an advantage.

Job Training:

Prerequisite:

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and Personal Service
- Leadership and Management
- Supervision
- Computers literate

2. Skills:

- Communication
- Reading Comprehension
- Social Perceptiveness
- Monitoring

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative

- Transparent
- hardworking and dedicated
- team work
- physically and mentally fit.