

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Principal Fisheries Officer	
<b>Level and Salary:</b>	Level 5/4	\$14,187 to \$20,431
<b>Ministry and Department:</b>	Ministry of Natural Resources	Coastal Fisheries
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Deputy Director of Fisheries	

## **JOB PURPOSE:**

Manage the coastal fisheries section and ensure that the goals and objectives, the corporate plan and budget are fully managed, implemented and achieved.

## **KEY RESPONSIBILITIES:**

1. Manage the daily operations of the coastal section.
2. Provide assistance to the Director of Fisheries in supporting the work plans of the department and corporate plans of the ministry.
3. Manage the successful development and implementation of fisheries management plans
4. Undertake other duties as directed by the director of fisheries.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Responsible for overseeing the effective implementation and execution of the coastal fisheries Section's operations in regard to managing, researching and monitoring of Tuvalu's inshore fisheries.
- 1.2 Lead, Motivate and manage the performance of all section staff to achieve work outcomes.
- 2.1 Provide accurate and timely information, analysis and advice on the state and management of 'designated' inshore fisheries
- 2.2 Manage relationship issues between the Department and the Kaupule.
- 2.3 Provide advice on issues regarding the Fisheries management plans in particular with regards to the legal jurisdiction over the management of such fisheries.
- 3.1 Develop and implement the fisheries management plans for any designated inshore fisheries under the management of the department.
- 3.2 Ensure the efficient delivery of data analysis and fisheries management advisory services in response to specific requests from stakeholders (Kaupule/Fale Kaupule).

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- 4.1 Provide timely and accurate reports to the director on all components of the corporate plans and budget that relate to the operations of the Coastal Fisheries Section.
- 4.2 Ensure the efficient maintenance and use of all plant, equipment and materials under the ownership and care of the coastal fisheries section.

### MANDATORY REQUIREMENTS:

#### Qualification/Experience

Degree in Fisheries related discipline with 3 years' experience in fisheries management, research and monitoring processes. In particular with inshore and artisanal fishers.

### OR

5 years working experiences in fisheries management, research and monitoring processes. In particular with inshore and artisanal fishers.

### AND

#### Skills and Abilities

Good written and oral communication skills (Tuvaluan and English)  
High-level attention to detail and accuracy  
Sound Microsoft Office and computer skills  
Ability to liaise with a range of stakeholders to build fisheries networks  
Sound time management skills  
Good Financial Management and Analytical Skills  
Excellent supervisory, management and cultural skills

### NOTE:

**The successful applicant will be required to work abnormal working hours including inter-island travel.**

### IMPORTANT NOTICE

#### **Applicant through their application MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.