

Government of Tuvalu – Job Description



Position Title:	Support Assistant – Oceanic Fisheries	
Level and Salary:	Level 10	\$5,266 to \$7,425
Ministry and Department:	Ministry of Natural Resources	Fisheries Department
Location:	Funafuti	
Reports to:	Principal Fisheries Officer – Oceanic Fisheries	

JOB PURPOSE:

To provide logistical and operational support to all staff of the Oceanic Fisheries Section as needed.

KEY RESPONSIBILITIES:

1. Ensure proper recording, transmission, and filing of license and Vessel Day Scheme (VDS) applications and other administrative documents.
2. Assist in making travel, visa and other logistical arrangements for Tuvalu fishery observers.
3. Assist in entry of log sheets and other fishery data.
4. Assist in the overall operation of the oceanic fisheries section.

MAIN DUTIES AND OUTCOMES:

- 1.1 Properly record, transmit, and file all approved fishing licenses and VDS applications and other administrative documents.
- 1.2 Produce a filing system to properly file all fishing licenses and signed access agreements.
- 2.1 Arrange travel and visa arrangements for Tuvalu Fishery Observers.
- 2.2 Assist Observer Coordinator in making logistical arrangements for Observer.
- 3.1 Enter log sheet data and other fishery data if needed.
- 4.1 Carry out other relevant duties as directed by superiors.

MANDATORY REQUIREMENTS:

Qualification/Experience

Certificate on secretarial or office management with 2 years working experience in record-keeping and document management or in a related field.

AND

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Skills/Knowledge

Good command in written and oral English and Tuvaluan.

Good command of MS Office Suite of Programmes.

Excellent interpersonal relationship skills.

Managerial training and/or qualification.

Excellent level of attention to detail and accuracy.

Sound time management skills.

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.