

Ministry: Ministry of Fisheries and Marine Resources Development

1. Position Title: Enforcement Officer	2. Salary Level: 10-9/8-7	3. Division: Fisheries Division
4. Reports To: Director of Fisheries	5. Direct Reports: Secretary MFMRD	
6. Primary Objective of the Position: Assist in the coordinate and facilitate the monitoring, control and surveillance (MCS) and activities within Kiribati coastal waters to deter/minimize illegal fishing activities		

7. Position Overview	
9. Financial: Not applicable	10 Legal: Fisheries Act, NCS, Maritime Boundary Declaration Act, Local Government Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Permanent Secretary • Fisheries Management Advisor • Director of Coastal 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 • Assist in Project document • Assist in Ministry Brief • Assist in Parliament Brief • Assist in Cabinet papers • Assist in Divisional Budget • Submit trip report 	12. External Stakeholders: <ul style="list-style-type: none"> • Police Maritime Unit • MOJ and AG's Office • 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 • Fishermen • NGOs/IGOs To be referred to Manager <ul style="list-style-type: none"> • External assistances

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Proper coordination and facilitation of work programs	<ul style="list-style-type: none"> • Assist the SCO to Manage and administer Unit Program and to ensure the smooth operation of its resources. 	<ul style="list-style-type: none"> • Smooth operation of the division • Timely submission of divisional budget and reports. • Formulation of HRD plan
Strengthen solidarity and collaborative partnership	<ul style="list-style-type: none"> • Liaise with national, regional and international organizations for technical assistance and support in monitoring and enforcement related skills such as evidence collection and filing etc. 	<ul style="list-style-type: none"> • Number of technical assistance provided. • Number of cases apprehended
Monitoring and enforcement	<ul style="list-style-type: none"> • Implementation of all the work programs as advised by DoF & PFO; <ul style="list-style-type: none"> ○ Awareness programs ○ Enforcement of coastal fisheries regulations ○ National capacity building, training of staff and information 	<ul style="list-style-type: none"> • Number of illegal fishing activities caught • Compliance level increase

10. Key Challenges

- Proper allocation for utilization of marine resources.

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education:

1. The appointee should possess one of the following:
 - a. Bachelor of Science/Management or Law related field

Experience: Prior knowledge in senior management level with at least 3 years' experience in their field.

Job Training: Maritime safety training and basic survival skills

Prerequisite: Should have at least undergone prosecution and evidence gathering trainings

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
- Dedicated
- Team work
- Physically and mentally fit.