

## 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:**

- Permanent Secretary
- Fisheries Management Advisor
- Director of Fisheries
- Head of Units, (FD)
- Administration
- Senior Accountant

### To be referred to Manager:

- Assist in Progress report
- Assist in Activity plans
- Submit trip report

### 12. **External Stakeholders:**

- 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

- External assistances
- Assistance on inboard and outboard engines maintenance and repair

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

| <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul> |  |  |
|---|--|--|
| 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"> <li>• Supervise all mechanic and workshop related activities</li> <li>• Facilitate mechanical assistance when and where needed</li> <li>• Prepare and provide Mechanical and Workshop Annual Work plans and budget</li> <li>• Provide monthly update of progress report for all mechanical and workshop activities</li> <li>• Provide technical advice on proper outboard motor engine troubleshooting</li> <li>• Act as counterpart to the national and international partners for mechanical and workshop related programs</li> <li>• Provide technical advice on ice maker repair and maintenance</li> <li>• Any other duties deemed necessary as advised by the Director of Fisheries.</li> </ul> | <ul style="list-style-type: none"> <li>• Smooth operation of the unit</li> <li>• Timely submission of unit's budget and reports.</li> <li>• Timely submission of monthly progress report of the unit</li> <li>• Technical advice disseminated on OBM troubleshooting</li> <li>• Number of OBM engines repaired and fixed</li> <li>• Number of meetings and engagement with international and national partners</li> <li>• Number of ice maker repaired and maintained</li> </ul> |

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

- 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.