

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

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| 1. Ministry: Ministry of Employment and Human Resources                                                                                                          |                                                  |                                     |
| 2. Position Title: Fishing Officer Class 1                                                                                                                       | 3. Salary Level: 8-7                             | 4. Division: Marine Training Center |
| 5. Reports To: Chief Fisheries Officer                                                                                                                           | 6. Direct Reports: Deputy Captain Superintendent |                                     |
| 7. Primary Objective of the Position: <i>Assisting the Chief Fisheries Officer in organizing and monitoring fisheries Instructors in their daily activities.</i> |                                                  |                                     |

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| 8. Position Overview: <i>Assisting the Chief Fisheries Officer in the daily running of the Fisheries Department.</i> |                                                              |
| 9. Financial:                                                                                                        | 10 Legal:                                                    |
| i. Control and verify Fisheries department requisition form;                                                         | i. Kiribati National Conditions of Service 2012              |
|                                                                                                                      | ii. Employment and Industrial Relations Code 2015            |
|                                                                                                                      | iii. Kiribati National Condition of Service 2020             |
|                                                                                                                      | iv. Procurement act 2019,                                    |
|                                                                                                                      | v. Kiribati Maritime Act 2017                                |
|                                                                                                                      | vi. IMS Policy MTC                                           |
|                                                                                                                      | vii. ISM                                                     |
|                                                                                                                      | viii. ISPS                                                   |
|                                                                                                                      | ix. MTC Assessment Policy & Procedures                       |
|                                                                                                                      | x. MTC OHS & EQ Policy                                       |
|                                                                                                                      | xi. MTC Fisheries Departmental Operation Manual              |
|                                                                                                                      | xii. Company Business Ethic                                  |
|                                                                                                                      | xiii. Kiribati Shipping Act                                  |
|                                                                                                                      | xiv. Merchant Shipping Act 2006                              |
|                                                                                                                      | xv. Financial Regulation 2012                                |
|                                                                                                                      | xvi. Kiribati Maritime Bill 2016                             |
|                                                                                                                      | xvii. Environmental Act as amended                           |
|                                                                                                                      | xviii. MLC 2006                                              |
|                                                                                                                      | xix. STCW78 as amended                                       |
|                                                                                                                      | xx. STWC-F'95 as amended                                     |
|                                                                                                                      | xxi. Gender and Sexual Harassment Policy, Violent & Bullying |

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| <p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"><li>• Captain Superintendent;</li><li>• Deputy Captain Superintendent;</li><li>• Integrated Management Commissioner;</li><li>• Head of Department;</li><li>• FVP Trainees and Upgraders Fisheries Students;</li></ul> <p><b>To be referred to Head of Department;</b></p> <ul style="list-style-type: none"><li>• FVP and IDF Intake;</li><li>• Departmental Purchase Requisition;</li><li>• Maintenance;</li><li>• FVP Trainees and Short Course Student Evaluations;</li><li>• Curriculum reviews;</li><li>• Damage;</li><li>• Injuries;</li><li>• Incidents;</li><li>• Maintenance;</li><li>• Fisheries Short Courses Curriculum, Lesson Plan, Lesson Timetable, Final Assessment;</li></ul> | <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"><li>• MEHR;</li></ul> <p><b>To be referred to Deputy Captain Superintendent:</b></p> <ul style="list-style-type: none"><li>• Damage</li><li>• Injuries</li><li>• MTC Policies</li></ul> |                                                                                                                                                                        |
| <p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"><li>▪ <i>KDP/KPA: 1 Human Resources Development and KPA: 2 Economic Growth and Poverty Reductions</i></li><li>▪ <i>MOP Outcome:</i></li><li>▪ <i>Divisional/Departmental/Unit Plan:</i></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                    |                                                                                                                                                                        |
| <p><b>Key Result Area/Major Responsibilities</b></p> <p>Fisheries curriculum and syllabus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Major Activities/Duties</b></p> <p>Establishing, and revising fisheries training and maintenance.</p>                                                                                                                                                        | <p><b>Performance Measures/Outcomes</b></p> <p>The teaching of a lesson that is in line with STCW-F to enable Candidates to perform work on board fishing vessels.</p> |

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| Teaching                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Maritime English for FVP, IDF, and BS&H students; Basic Safety Training (BST) for FVP, BS&H, IDF, and Upgraders students; Shipboard Operation (SBO) for FVP, IDF, and Upgraders students; General Ship Studies (GSS) for FVP, BS&H, and IDF trainees; Master Class 6, 5, 4, and OOW students; | The teaching of lessons that is in line with SITCW'78 and SITCW-F'95 as amended, to enable FVP, BS&H, IDF, and Upgraders students to perform work on board Fishing Vessels efficiently and effectively |
| Relieving the Chief Fisheries Officer during his absence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ol style="list-style-type: none"> <li>1. Monitoring the performance of the FVP instructions;</li> <li>2. Organizing the smooth daily running of the FVP department;</li> <li>3. Preparation of test and exams for the FVP trainees and upgraders students;</li> </ol>                        | Maintaining the successful and smooth continuation running of the FVP department during the absence of the Chief Fishing Officer;                                                                      |
| Teaching resources Inventory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Supervising weekly and monthly training resources inventory.                                                                                                                                                                                                                                  | Teaching aid and training resources are always in stock and must be maintained for the smooth continuation of the FVP training in accordance with the syllabus and curriculum, as amended.             |
| FVP L1 Course Test and Exam Moderation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Moderating and checking all training tests and exam results are in line with the assessment policy.                                                                                                                                                                                           | Trainees' ongoing test and final exam evaluations are obtained.                                                                                                                                        |
| <div> <div>10. Key Challenges</div> <ul style="list-style-type: none"> <li>Drawing up training modules, curriculum, and planning for FVP advancement, in line with fishing new technology and method.</li> </ul> </div> <div> <div>11. Selection Criteria</div> <div>11.1 PQR (Position Qualification Requirement):</div> <ul style="list-style-type: none"> <li>Master Foreign-Going Class 1 &amp; 2 with at least three (3) years of fishing experience on an ocean-going fishing boat: or</li> <li>Mate (OOW Class 3) with at least 5 years of experience on an ocean-going fishing boat.</li> </ul> </div> |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                        |

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| <ul style="list-style-type: none"> <li>• Taking part in shore 'On Duty' roster to the up-keeping disciplinary upholding of trainees.</li> <li>• Perform any other reasonable instructions and duties from the Captain Superintendent and Chief Officer in a timely manner.</li> </ul> | <ul style="list-style-type: none"> <li>• Fishing Master experience on foreign-going and local fishing boats, will be an advantage.</li> </ul> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• International Maritime College or any Recognized Training Organization;</li> <li>• International Fisheries College;</li> <li>• Management in Fisheries Industries;</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Teaching at least 1 year;</li> <li>• At least 3 years taking a watch on foreign vessels;</li> </ul> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Nautical Science;</li> <li>• Fisheries Industry;</li> <li>• Leadership;</li> <li>• Time management;</li> <li>• Communication;</li> <li>• TOT;</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>• Fishing Vessel Handling &amp; Technics;</li> <li>• Teaching;</li> <li>• Microsoft software;</li> <li>• Problem solving;</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>• Active listening;</li> <li>• Management of Personnel Resources;</li> <li>• Coordination;</li> <li>• Communication;</li> <li>• Reporting;</li> </ul> |
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|  | <ul style="list-style-type: none"><li>• Monitoring;</li><li>• Complex Problem Solving;</li><li>• Management;</li><li>• Quick learner;</li><li>• Innovative;</li><li>• Creative;</li><li>• Team player;</li></ul> <p>3. Attributes</p> <ul style="list-style-type: none"><li>• Integrity;</li><li>• Organize;</li><li>• Stress tolerance/Patient;</li><li>• Social;</li><li>• Leadership;</li><li>• Honest;</li><li>• Committed;</li></ul> |
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