

# Tuvalu Fisheries Authority – Job Description



<b>Position Title:</b>	Assistant Fisheries Officer – Observer Data Entry	
<b>Level and Salary:</b>	6	\$14,121 to 16,785
<b>Employer and Section:</b>	Tuvalu Fisheries Authority	Oceanic Fisheries
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	SFO (Observer)	

## Position summary:

Assistant Fisheries Officer – Data Entry is responsible for entering Observer Data into the oceanic database system on a daily basis, as well as scanning and submitting data to SPC on a timely basis. The officer will also assist in other administrative tasks for the observer programme.

## Main responsibilities:

- Responsible for data entry of Fisheries observer data
- Scanning of observer data after entering into TUFMAN 2
- Liaise with the Licensing team and MCS Coordinator on transmitting both hard copy and soft copy of all Fisheries data to SPC, WCPFC and POA
- Assist with other administrative duties – observer visas, following up on payments, etc
- Other duties as required

## Main duties:

- Collect all data sets and enter data on a daily basis
- Scan data sheets on a daily basis
- Submit data to SPC, WCPFC and POA in a timely and organised manner
- Properly record and file all data sets in a proper system
- Assist the observer programme with other administrative tasks
- Carry out other duties as directed from immediate supervisor

## Person Specifications:

*Essential minimum requirements:*

### Qualifications/experience

- Secondary school Form 6 level with good passes in English and Maths
- Experience as an observer in the WCPO tuna fishery
- Current basic sea safety certificate

### Skills and Abilities

- Good computer and keyboard skills
- Accurate and quick at data entry

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- General understanding of the Observer program
- Able to write succinct, clear reports
- Good command of written and spoken English
- Excellent organisational and time management skills.
- Able to adapt to changing requirements and situations

*Desirable experience/qualifications/characteristics:*

- Current passport

*It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*