

Tuvalu Fisheries Authority – Job Description



Position Title:	Assistant Maintenance Officer	
Level and Salary:	6	\$14,121 to 16,785
Employer and section:	Tuvalu Fisheries Authority	Corporate Services
Location:	Funafuti	
Reports to:	Deputy Director (Corporate) through Maintenance Officer	

Position summary:

To efficiently maintain, repair and improve the Tuvalu Fisheries Authority Office and other Fisheries buildings and their equipment.

Main responsibilities:

The post holder will support the Maintenance Officer in implementing a programme of maintenance for the TFD office which was constructed and equipped in 2017 at a cost of over \$4 million. This now includes a solar power system, air conditioning throughout, and a special sewage pumping arrangement. The officer will also assist with repairs and maintenance of other TFD buildings and equipment (existing and planned) on the TFD site.

Main duties:

Under the supervision of the Maintenance Officer:

- Undertake day to day maintenance of the TFD office building and systems
- Immediately repair any faults or defects to ensure the office provides a good working environment at all times
- Identify all defects in the building and key items of equipment
- Maintain a stock of tools and equipment needed for the work, and advise of any additional items needed (for procurement from project funds)
- Supervise and check the work of private contractors engaged by the Department from time to time
- Any other duties as directed including repair of fiberglass boats.

Special Conditions

- The successful applicant may need to work outside normal working hours
- Occasional travel overseas (for training) or to the outer islands (to assist with maintenance of Fisheries facilities) may be needed

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- The Officer needs to be physically fit, able to work on ladders, and generally able to access and work in all parts of large 2-storey buildings

Person Specifications:

Essential minimum requirements:

Qualifications/experience

- Secondary school Form 6 level with good English and Maths
- 2 years' experience of building maintenance
- 2 years' experience in electrical, plumbing, air conditioning or general building maintenance work

Skills and Abilities

- Basic computer skills
- Ability to understand and apply policies and financial instructions
- Knowledge of written and spoken English
- Excellent organisational and time management skills
- Flexible attitude and ability to adapt appropriately to changing requirements and situations

Desirable experience/qualifications/characteristics

- Experience of maintaining solar photovoltaic power systems
- Certificate III qualification as a carpenter, electrician, plumber, refrigeration mechanic or other trade

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.