

# Tuvalu Fisheries Authority – Job Description



<b>Position Title:</b>	Deputy Director of Fisheries (Technical)	
<b>Level and Salary:</b>	L 2	\$29,921 to \$44,881
<b>Employer and Section:</b>	Tuvalu Fisheries Authority	Executive section
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Managing Director	
<b>Supervises</b>	Fisheries Economist, Legal Officer, F.O. Competent Authority, Information Officer (and all the Senior Management Team in the Managing Director's absence).	

## Position summary:

The Deputy Director of Fisheries is a senior management position working with the Managing Director and the senior management team in ensuring the Fisheries Authority Corporate Plan is successfully implemented. The Deputy Director has particular responsibility for overseeing the work of the technical experts in the Executive team and provides leadership and guidance to personnel in meeting the goals and objectives.

## Main responsibilities:

- Responsible for overseeing the implementation and execution of Fisheries Authority operations
- Lead, motivate and manage key personnel in the Operations and Development, Oceanic and Coastal sections to deliver the work of the Authority
- Provide accurate information, analysis and advice on fisheries matters and policy to the Board of the Authority and Government more generally
- Directly supervise the work of the four technical officers in the executive team (Economist, Legal, CA and Information) and ensure that their outputs are timely and of high quality
- Ensure the effective implementation of relevant aspects of the Fisheries Authority Corporate Plan and deliver accurate and timely reporting against the Plan
- Liaise closely with the Deputy Director (Corporate) to ensure that staffing and budgets meet the operational requirements of the Authority
- Provide well-researched and strategically sound representation for Tuvalu in regional or sub-regional fisheries forums where necessary
- Negotiate strongly for Tuvalu's interests and goals in regional and international forums
- Manage and develop relationships with stakeholders and development partners
- Work closely with the managers of major development projects to ensure the Authority delivers on the activities and objectives of these programmes
- Act as Director of Fisheries when the Director of Fisheries is absent
- Undertake other duties as directed by the Director of Fisheries

## Special conditions:

- Regular out of hours work as well as inter island and international travel will be required to successfully carry out the position's duties

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- Assist in representing the interests of Tuvalu through participation at regional and international forums relevant to Tuvalu Fisheries
- Undertake any professional development required to ensure currency on all matters relating to fisheries both at a national, sub-regional, regional and international level

### **Person Specifications:**

*Essential minimum requirements:*

#### Qualifications/experience

- A University degree in Fisheries or a closely related discipline
- Experience in managing operational teams to achieve accepted levels of excellence
- Experience in fisheries management and development

#### Skills and Abilities

- Excellent supervisory management skills and proven ability to provide leadership and guidance to operational staff
- Able to develop and oversee work plans that result in efficient and successful implementation of programmes and projects
- Sufficient financial management skills to facilitate the preparation and management of financial budgets
- Able to write succinct, clear reports
- Good analytical skills
- Good computer skills
- Good command of written and spoken English
- Excellent communication skills with an ability to interact with all stakeholders at a national, regional and international level
- Excellent organisational and time management skills
- Flexible attitude and ability to adapt appropriately to changing requirements and situations
- Ability to deal with conflict over issues of arrears and non-compliance

#### *Desirable experience/qualifications/characteristics*

- Demonstrated strategic planning skills
- Legal background or experience with contract management an advantage
- Managerial training and/or qualification

*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.*