

Tuvalu Fisheries Authority – Job Description



Position Title:	Senior Fisheries Officer – Fleet Engineering and Workshop	
Level and Salary:	4	\$19,486 to \$29,400
Section:	Operation and Development	Fisheries Authority
Location:	Funafuti – with occasional travel to Outer Islands or overseas	
Reports to:	PFO Operations and Development	

Position summary:

To plan and implement maintenance of TFD vessels and other machinery and manage all workshop-based activities.

Main responsibilities:

The post holder is responsible for managing the workshop; as well as planning and overseeing repairs and maintenance of the Manaua and Manaua II, new vessels to be acquired in the next two years and all other machinery owned by TFD. This includes a forklift, crane truck, pick-up, 5 small boats with outboards, etc. He or she will supervise the Mechanical Foreman and Mechanic and work closely with the Engineers of the two vessels.

Main duties:

- Planning, leading, organizing, and supervising the day to day activities of the Fisheries Workshop
- Preparing a maintenance plan for all the authority's physical assets including the two vessels
- Working collaboratively with Captains and Engineers of both Manaua 1 and 2 and new vessels making sure their maintenance plans are on schedule
- Managing and controlling repairs and maintenance for all vessels, vehicles and Workshop machinery
- Ensuring to keep track of the various services conducted by the workshop and maintaining a monthly inventory of the goods owned by the vessels but stored in the workshops
- Assisting with the sourcing and ordering of spare parts and other relevant matters
- Ensuring workshop safety operations procedures are well adhered to by all the workshop users
- Preparing of Quarterly and Annual reports
- Preparing and seeking to implement a workshop and vessel user policy
- Undertaking staff performance appraisal of subordinates
- Any other duties as directed.

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Special Conditions

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

Person Specifications:

Essential minimum requirements:

Qualifications/experience

- A relevant engineering or mechanical qualification from a recognised tertiary or vocational training establishment
- Demonstrated experience of managing a mechanical workshop and/or leading a small team of mechanics
- 5 years' experience of repair and maintenance of marine engines and other shipboard equipment

Skills and Abilities

- Strong planning and leadership skills
- Good understanding of workplace health and safety
- Basic computer skills
- Ability to plan and maintain an inventory of spare parts and equipment needed to keep vessels and other assets operational
- Good command 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

- A degree in mechanical engineering **or** Class 4 Marine Engineer or above
- Experience with refrigeration machinery and/or marine electronics

Other information:

All permanent staff of the Authority will be engaged on a 3-year contract with renewal subject to performance. The retirement age of the Authority is 60.

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.