



Government of Samoa

Ministry of Agriculture and Fisheries

Position Title:	Fisheries Officer (Fish Market Administration)
Position Code:	AG003743
Salary:	A10, \$27,559.00 p.a
Division/Location:	Fisheries Division, Main Office

Ministry Overview

The Ministry of Agriculture and Fisheries is the principal Government Ministry to develop policies and regulation for agriculture and Fisheries as well as the provision of technical support to farming and fishing. The overall mission of MAF is to develop resilient Agriculture and Fisheries through partnership to enhance Food, Nutrition and Income security.

Division Mission Statement

To promote the optimum and ecologically sustainable use of the country's fishery resources and the development of suitable alternatives to harvesting of depleted resources in order to maximize benefits to Samoa.

Primary Objective

Responsible for the overall operation, maintenance and management of the fish market and ensure that a safe, clean and hygienic environment is available to fish seller and public to trade their fishery products at all times

Key Relationships

Immediate Supervisor: Principal Fisheries Officer (CA/SVU)
Line Manager: ACEO Fisheries Division
Subordinates: Rent Collectors, FM Cleaner
Functional Relationships: **Internal:** Fisheries staff/MAF employees
External: Fish seller/stakeholders

Key Duties

1. Fish market management	1.1 Responsible for the overall management and supervision of the fish market 1.2 Develop, plan and supervise activities for the proper maintenance of the fish market as to ensure a safe, clean and hygienic condition of the market at all times 1.3 Supervise all the fish market employees
2. Planning and reporting	2.1 Train and coach subordinates on proper way and methods of using chemicals, gears, and equipments for cleaning and operating the market in accordance to HACCP recommendations (by means of right chemical at right time) 2.2 Develop and design weekly and annual work plans for the fish

	<p>market employees</p> <p>2.3 Design, develop and plan strategies to allocated spaces and tables/blocks to fish sellers and ensure table rents are properly utilized and looked after</p> <p>2.4 Develop, plan and manage systems to collect and account revenues from fish sellers and vendors renting tables</p> <p>2.5 Prepare monthly and yearly reports on activities and achievements of the fish market operations</p>
3. Divisional support	<p>3.1. Assist and collaborate with Fisheries management to raise awareness of the public concerning the upkeep of the hygienic condition of the market, size, limits and management measures governing sustainability of harvestable fishery products</p> <p>3.2. Other duties as directed from time to time</p>

To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies

MERIT	JOB COMPETENCIES	DESCRIPTORS
1. SKILLS & ABILITIES	1.1 Communication & presentation skills	<p>1.1.1. Communicates clearly in written and verbal</p> <p>1.1.2. Correspond, convey and report in sequential order information and work related matter to minimize misinterpretation</p> <p>1.1.3. Possess a strong understanding of key issues, use of effective delivery tact's for a convincing and balanced rationale</p> <p>1.1.4. Good public relations skills</p>
	1.2 Achieves and delivers results	<p>1.2.1. Understands and appreciate MAF's direction, through the implementation of set work tasks towards the achievement of divisional objectives</p> <p>1.2.2. Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results</p>
	1.3 Building relationships	<p>1.3.1. Client focused, understands, facilitates and commits to effective service delivery</p> <p>1.3.2. Sustain and support relationships within Fisheries and across the public</p> <p>1.3.3. Promote the purpose of fisheries through networking and reciprocal sharing of authorized information with clients and the wider public</p> <p>1.3.4. Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale</p>
	1.4 Judgment	<p>1.4.1. Shows good judgment, intelligence and common sense</p> <p>1.4.2. Clearly and confidently provide sound, honest and timely information based on facts for decision making</p> <p>1.4.3. Demonstrate rational thinking</p> <p>1.4.4. Ability to handle situations and resolve issues in a respectful and professional manner for both and external customers</p>

2. Persona l Attributes	2.1 Values and Ethics	<p>2.1.1. Familiar with the Code of Conduct</p> <p>2.1.2. Role model the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness</p> <p>2.1.3. Good understanding and knowledge of the Legislation and policies governing finance and fisheries work processes</p>
	2.2 Commitment and Personal Drive	<p>2.2.1. Work effortlessly in any circumstances</p> <p>2.2.2. Committed to the work, team and division by cooperating in activities and valuing input of staff at every level</p> <p>2.2.3. Work together to achieve a common purpose</p>
	2.3 Integrity	<p>2.3.1. Acts with integrity at all times</p> <p>2.3.2. Demonstrates precision in assigned work operations and decision making</p> <p>2.3.3. Presents authorized information where needed</p> <p>2.3.4. Punctual to work and all events expected to attend</p>
3. Work Experience	3.1 Years of Experience	3.1.1. Must have at least two (2) years of relevant work experience in finance with emphasis on fisheries work and seafood safety developments
	3.2 Past Work Performance	3.2.1. Demonstrated knowledge in seafood safety developments and HACCP requirements
4. Qualification	4.1 Qualification	4.1.1 Minimum qualification of a Bachelor's degree in Commerce, Management or any relevant field or equivalent combination of qualifications