



MIMRA Position Description		
1	Authority: Marshall Islands Marine Resources Authority	
2	Job Title: Competent Authority (CA) Auditor	
3	Pay Level:	
4	Location and Working Conditions:	
5	<p><u>Purpose:</u></p> <p>The purpose of the Competent Authority Officer is to make sure the;</p> <ul style="list-style-type: none"> • National Control Plan is implemented and documented. • Work closely with CA Manager or Technical Expertise /Advisor on the management of the CA systems and its performance. • Plan out the annual inspection including follow-up inspections. • Carry out inspection of the fishing vessels, landing sites and processing plant and evaluate performance. • Carry out sampling and testing in a timely manner and review results for further actions. • Communicate with laboratories for testing purposes and organize for review of labs that the CA uses for testing purposes. • Produce and sign the Health Certificate for exports that come from facilities licensed by the MIMRA and approved by the CA. • Maintain the exports and the sampling data bases. • Work with the Oceanic team on the catch documentation system and processes. • Produce report of all inspection and keep proper reports of these undertaking including any action taken. • Participate in all regional training and interventions. • Keep proper records of all CA undertaking including, CA tools and the maintenance of these equipment and order as necessary, 	
6	Position Responsibilities/Duties:	Performance Indicators:
6.1	<ul style="list-style-type: none"> • Be required to work with the CA Advisor and the CA Team to draw up the CA yearly work plan 	<ul style="list-style-type: none"> • The CA Work Plans are aligned with the CA Strategic Plan and each officer is responsible to ensure execution of the work plan. • Each officer is also required to draw up their own work plan based on the CA strategic and know the various scope of the CA work
6.2	<ul style="list-style-type: none"> • Participate in the CA budgetary budget planning and process 	<ul style="list-style-type: none"> • The CA officer must contribute to the CA budgetary planning

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6.3	<ul style="list-style-type: none"> Be required to undertake inspection and verification of the processing plants and fishing vessels 	<ul style="list-style-type: none"> The CA officers are required to schedule out inspection for fishing vessels, processing plant and the landing site as per the yearly program and execute them.
6.4	<ul style="list-style-type: none"> Evaluate performance of the fish processing operations intending to process and export 	<ul style="list-style-type: none"> All factory, landing sites and fishing vessels must be evaluated on a regular and scheduled basis to evaluate performance
6.5	<ul style="list-style-type: none"> Provide reports to these inspections and issue infringements or non-compliance notices 	<ul style="list-style-type: none"> Reports be produced for all inspection and be populated in the MIMFIS. Any infringements and non-compliances notices be issued when they are found.
6.6	<ul style="list-style-type: none"> Undertake sampling and submit samples for analysis 	<ul style="list-style-type: none"> The CA officers are to schedule all sampling and submit to the relevant laboratories. Prior advice must be given to the laboratories before samples are submitted for testing
6.7	<ul style="list-style-type: none"> Participate in vessel boarding, monitoring and sampling as required 	<ul style="list-style-type: none"> The CA officers are to participate in the vessel boarding for inspection as undertake any sampling and monitoring as required
6.8	<ul style="list-style-type: none"> Validate Health Certificate and products prior to approval for exports 	<ul style="list-style-type: none"> All Health Certificate must be validated online through MIMFIS before approval is given Physical inspection of exports must be randomly carried out to verify documentation against actual products.
6.9	<ul style="list-style-type: none"> Keep records of all the exports and input into the MIMRA data base 	<ul style="list-style-type: none"> All records of exports must be securely stored for reference
6.10	<ul style="list-style-type: none"> Participate in meetings and trainings as required for learning and upskilling for the CA work and for the broader work on the CA and in fisheries 	<ul style="list-style-type: none"> The CA officers are to participate in meetings and training that will enhance each and every officer
6.11	<ul style="list-style-type: none"> Participate in Laboratory evaluations as required for testing purposes of RMI fish products 	<ul style="list-style-type: none"> The CA officers must understand the process of laboratory evaluation and schedule such evaluations
6.12	<ul style="list-style-type: none"> Participate in any National Food Safety tasks initiative and contribute meaningfully 	<ul style="list-style-type: none"> CA Officers must collaborate and participate in national food safety initiative.

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6.13	<ul style="list-style-type: none"> Provide regular reports of job undertaken when required by management 	<ul style="list-style-type: none"> Regular quarterly reports of the CA activity must be provided on a quarterly basis Quarterly newsletters must be provided The CA team must contribute, participate and assign clear responsibilities for undertaking this task
6.14	<ul style="list-style-type: none"> Work with the CA advisor and CA Team Members to produce annual CA reports 	<ul style="list-style-type: none"> Annual CA reports must be produced and all team members are to participate in this exercise with the CA advisor is asked to do so.
6.15	<ul style="list-style-type: none"> Ensure all CA files, and important documents, inspection reports, export certificates among others are filed in proper sequence, regularly updated and stored in a secured location accessible by authorized staff only for retrieval 	<ul style="list-style-type: none"> All CA officers JD must include record keeping and record maintenance of all the CA undertakings. All such records must be securely stored and accessible only by authorized personal or provided to approved personnel upon request All CA documents and files are not to be accessible by non – authorized person
6.16	<ul style="list-style-type: none"> Participate in MIMRAs other division meeting and undertakings 	<ul style="list-style-type: none"> CA officers are encouraged to participate in MIMRAs division meetings and undertakings
6.17	<ul style="list-style-type: none"> Contribute your skills to enable the enhancement of the CA work and initiatives 	<ul style="list-style-type: none"> The CA officers are encouraged to contribute their skill other than what is on the JDs to enhance and achieve the CA work and initiative Contribute new ideas and solutions to make it a dynamic
6.18	<p>Other duties:</p> <ul style="list-style-type: none"> Other Work as delegated by the CA advisor and as requested of the CA officer 	<ul style="list-style-type: none"> The CA officers are to be ready to accept any work that the CA manager and or technical expert will request of them. Be prepared to learn about the Catch documentation scheme and processes and work with the MCS team on these fronts
7	Reports Directly to:	The CA Advisor or Manager
8	Person Specification for this Post:	
8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> Understand the operation of fish processing operations Understand the regulatory requirements in related to official controls and exports Understanding and be versed with the national and international laws and regulation governing the Competent Authority Understand and learn about the international market requirements Have understanding of laboratory testing requirements for the Competent Authority. Has good team work , organizational and planning skills

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8.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Have good communication skills including public speaking • Professional language of communication is English • Must be able to speak Marshallese
8.3	Personal Attributes:	<ul style="list-style-type: none"> • Required language of education and employment is English • Willing to learn, is committed to his or her work. • Willing to working long hours and under pressure when required. • Must be comfortable being part of the team and be able to make presentation and speak when required • Must have strong work ethics • Must maintain code of conduct and conduct duties with honesty and integrity.
8.4	Education:	<ul style="list-style-type: none"> • Qualification with minimum, Bachelor of Science (Food, Chemistry, Biology), Environmental Science and similar related disciplines. • Proficient in Excel, Word and can produce quality reports. • Communication language in English and understands Marshallese
8.5	Experience:	<ul style="list-style-type: none"> • Experience can be in the Fisheries Industry and environment, Food industry or in Environmental and Health , dealing with food manufacturing and handling. • Works in a food manufacturing environment and understand exports market requirements. • Has experience in regulatory environment and understand the requirements for seafood exports. • Has experience in the fisheries science or has worked in a fisheries related environment

9	Endorsement:	
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9.1	MIMRA Executive Director	Name: Sign: Date:
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9.2	(insert position) (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign: Date:
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