



| <b>MIMRA Position Description</b>        |  |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
|--|--|--|--------------------------------|-----|---|--|-----|--|--|-----|---|--|-----|--|--|-----|---|--|
| 1  | <b>Authority:</b> Marshall Islands Marine Resources Authority  |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
| 2  | <b>Job Title:</b> Fisheries Officer – Boarding and Inspection  |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
| 3  | <b>Pay Level:</b>  |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
| 4  | <b>Location and Working Conditions:</b> Oceanic and Industrial Affairs Division, MIMRA 2- year contract (with 6 month probation period and possibility of extension subject to performance evaluation)   |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
| 5  | <b>Purpose:</b><br>The Fisheries Officer – Boarding and Inspection is responsible for enforcing fisheries compliance regulations through vessel boardings, inspections, and other Monitoring, Control, and Surveillance (MCS) activities.  |  |                                |     |   |  |     |  |  |     |   |  |     |  |  |     |   |  |
| 6  | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><b>Position Responsibilities/Duties:</b></th> <th style="width: 50%;"><b>Performance Indicators:</b></th> </tr> </thead> <tbody> <tr> <td>6.1</td> <td> <ul style="list-style-type: none"> <li>Conduct routine and targeted boarding and inspection of fishing vessels at sea and in port to ensure compliance with fisheries laws and regulations</li> </ul> </td> <td> <ul style="list-style-type: none"> <li></li> </ul> </td> </tr> <tr> <td>6.2</td> <td> <ul style="list-style-type: none"> <li>Collaborate with RMI Sea Patrol boarding and inspection officers and other relevant Ministries/Agencies on surveillance operations and joint enforcement activities;</li> </ul> </td> <td> <ul style="list-style-type: none"> <li></li> </ul> </td> </tr> <tr> <td>6.3</td> <td> <ul style="list-style-type: none"> <li>Verify vessel documentation, licenses, and catch records for accuracy and legality;</li> </ul> </td> <td> <ul style="list-style-type: none"> <li></li> </ul> </td> </tr> <tr> <td>6.4</td> <td> <ul style="list-style-type: none"> <li>Enforce relevant local, regional, and international fisheries legislation, including observing and reporting violations.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li></li> </ul> </td> </tr> <tr> <td>6.5</td> <td> <ul style="list-style-type: none"> <li>Assist with ongoing development and implementation of Standard Operating Procedures (SOPs) for boarding and inspection;</li> </ul> </td> <td> <ul style="list-style-type: none"> <li></li> </ul> </td> </tr> </tbody> </table> | <b>Position Responsibilities/Duties:</b>           | <b>Performance Indicators:</b> | 6.1 | <ul style="list-style-type: none"> <li>Conduct routine and targeted boarding and inspection of fishing vessels at sea and in port to ensure compliance with fisheries laws and regulations</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | 6.2 | <ul style="list-style-type: none"> <li>Collaborate with RMI Sea Patrol boarding and inspection officers and other relevant Ministries/Agencies on surveillance operations and joint enforcement activities;</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | 6.3 | <ul style="list-style-type: none"> <li>Verify vessel documentation, licenses, and catch records for accuracy and legality;</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | 6.4 | <ul style="list-style-type: none"> <li>Enforce relevant local, regional, and international fisheries legislation, including observing and reporting violations.</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> | 6.5 | <ul style="list-style-type: none"> <li>Assist with ongoing development and implementation of Standard Operating Procedures (SOPs) for boarding and inspection;</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |
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| 6.6  | <ul style="list-style-type: none"><li>Update 'Vessel Status' board on a daily/weekly/monthly basis;</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |
| 6.7  | <ul style="list-style-type: none"><li>Monitor fishing activities using Vessel Monitoring Systems (VMS), satellite tracking, and other electronic tools.</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |
| 6.8  | <ul style="list-style-type: none"><li>Collect, verify, and validate relevant documentation from fishing vessels and/or local vessel agents for MCS purposes, including the processing of export forms and Declarations of Transshipment (DOTs), as required;</li></ul> | <ul style="list-style-type: none"><li></li></ul> |
| 6.10 | <ul style="list-style-type: none"><li>Enter all collected boarding and inspection data into database or management systems;</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |
| 6.11 | <ul style="list-style-type: none"><li>Store completed physical documents into designated locations;</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |
| 6.14 | <ul style="list-style-type: none"><li>Prepare detailed reports of inspections and violations, including evidence collection and submission for legal action where necessary.;</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |
| 6.15 | <ul style="list-style-type: none"><li>Comply with relevant data integrity and security policies;</li></ul>   | <ul style="list-style-type: none"><li></li></ul> |
| 6.16 | <ul style="list-style-type: none"><li>Attend relevant national and regional trainings/workshops/conferences;</li></ul>   | <ul style="list-style-type: none"><li></li></ul> |
| 6.17 | <p><b>Other duties:</b></p> <ul style="list-style-type: none"><li>Perform additional duties as assigned by the Deputy Director and Chief Fisheries Officer.</li></ul>  | <ul style="list-style-type: none"><li></li></ul> |

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| 7   | <b>Reports Directly to:</b>  | The Fisheries Officer will report to the MCS supervisor and Chief Fisheries Officer with oversight Deputy Director and MIMRA Director.   |
| 8   | <b>Person Specification for this Post:</b>   |  |
| 8.1 | <b>Role Related Skills/Capacity:</b>   | <ul style="list-style-type: none"> <li>Performance will be evaluated by the Deputy Director in consultation with the Chief Fisheries Officer.</li> </ul>   |
| 8.2 | <b>Communication and Language Skills:</b>  | <ul style="list-style-type: none"> <li>Work closely with all other staff on by providing/sharing relevant data as required from time to time in a transparent manner.</li> </ul>   |
| 8.3 | <b>Personal Attributes:</b>  | <ul style="list-style-type: none"> <li>Willing to work outdoors and outside of regular working hours, as required.</li> <li>Excellent interpersonal skills.</li> <li>High level of integrity, professionalism, and attention to detail.</li> </ul> |
| 8.4 | <b>Education:</b>  | <ul style="list-style-type: none"> <li>College graduate (desirable)</li> </ul>   |
| 8.5 | <b>Experience:</b>   | <ul style="list-style-type: none"> <li>Knowledge of the MIMRA Act and other relevant legislations.</li> <li>Good understanding of data collection and management.</li> <li>Computer literate and can produce reports.</li> </ul>                   |
| 9   | <b>Endorsement:</b>  |  |
| 9.1 | <b>MIMRA Executive Director</b>  | <b>Name:</b> .....<br><b>Sign:</b> .....<br><b>Date:</b> .....   |
| 9.2 | <b>(insert position)</b><br>(I certify that I have read and fully understand the responsibilities assigned to this position) | <b>Name:</b> .....<br><b>Sign:</b> .....<br><b>Date:</b> .....   |

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