

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Labour & Human Resources Development</i>		
2. Position Title: <i>Senior Instructor (Fishing)</i>	3. Salary Level: 11-9	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Fishing Skipper</i>	6. Direct Reports: <i>(Write No. & Position Title: Captain Superintendent)</i>	
7. Primary Objective of the Position: Preparing, execution and evaluation of day to day training programme for Fisheries Trainees so that standards are maintained and aligned with the fishing industry		

8. Position Overview																																																																																																																																			
9. Financial: Nil	10. Legal: <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2012 ii. MTC Instructors Standing Order & Annex iii. STCW/STCW-F, SOLAS iv. QM v. MTC Alcohol & Drug Policy vi. Gender Policy vii. MTC Assessment Policy & Procedures viii. MTC OHS Policies/Intake Policy ix. MTC Dep't Operational Manual 																																																																																																																																		
11. Internal Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;">Subject</th> <th style="width: 15%;">Captain Superintendent</th> <th style="width: 15%;">DSC/QMC</th> <th style="width: 15%;">HoD</th> <th style="width: 15%;">Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Injuries</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Incidents</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Maintenance</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Purchases</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Claims</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Certificate</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Management reviews</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Courses</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		Certificate	✓		✓		Management reviews	✓	✓	✓		Courses		✓	✓		12. External Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Subject</th> <th style="width: 8%;">MLHRD</th> <th style="width: 8%;">MFED</th> <th style="width: 8%;">Marine Division</th> <th style="width: 8%;">Resp. Port Author</th> <th style="width: 8%;">Hospital</th> <th style="width: 8%;">SPMS</th> <th style="width: 8%;">Donors</th> <th style="width: 8%;">PUB/PWU</th> <th style="width: 8%;">Crewing Agent</th> </tr> </thead> <tbody> <tr><td>Damage</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Maintenance</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Injuries</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td></tr> <tr><td>Purchasing</td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td></tr> <tr><td>Certificates</td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td style="text-align: center;">✓</td></tr> <tr><td>Courses</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td style="text-align: center;">✓</td></tr> <tr><td>Regulations</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td style="text-align: center;">✓</td></tr> </tbody> </table>	Subject	MLHRD	MFED	Marine Division	Resp. Port Author	Hospital	SPMS	Donors	PUB/PWU	Crewing Agent	Damage	✓							✓		Maintenance	✓							✓		Injuries	✓				✓					Purchasing		✓					✓			Certificates			✓			✓			✓	Courses	✓		✓	✓		✓			✓	Regulations	✓		✓	✓		✓			✓
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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Curriculum	Revision	<ul style="list-style-type: none"> • Ensuring that teaching notes are always up to date with changes to STCW-F 95 and employers requirements.
Training	Teaching	<ul style="list-style-type: none"> • To ensure that teachings are in accordance with lesson plan and on schedule. Also ensuring that teaching aids are kept at high or maximum performance level at all times.
Institute's properties	Maintenance	<ul style="list-style-type: none"> • To carryout maintenance as to maintain the institute properties, equipment and facilities in coordination with Chief Skippers' need or requirement.

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Post holder must be able to work on his own and work closely with the Chief Skippers' need and requirement • Responsible for the security of MTC facilities and assets. Fire and security while on duty in the week days or weekends. • Maximum security of MTC properties, facilities and assets • Perform any other reasonable instructions from the Captain Superintendent and Chief Officer. 	<p>15.1 PQR (Position Qualification Requirement): Required:</p> <ul style="list-style-type: none"> - Class 5 or 4 Certificate of competency on Deep Sea fishing vessels or on foreign going cargo ships with. - At least 5 years' experience on deep sea commercial fishing vessel. - Proof of Skills and Knowledge on Commercial Fishing techniques - A certificate in teaching from any recognized institution. <p>Essential: Good command of written and spoken English</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Mentally and Physically Fit • Clean Police Record • Medical Report • Age Range 25 to 45 years

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