

**DIRECTOR MARINE RESOURCE AND FISHERIES**  
**(TOBAGO HOUSE OF ASSEMBLY)**

**KIND OF WORK**

Responsible professional work with administrative responsibilities in the field of marine resources and fisheries management/development.

**DISTINGUISHING FEATURES OF WORK**

An employee in this class is responsible for planning, organizing, directing and co-ordinating the professional, technical and administrative support function of the Marine Resources and Fisheries Department. Work involves developing and directing the implementation of strategies, work plans and projects for the promotion of sustainable development of the marine resources and fisheries sectors, advising on policies related to the management and development of marine resources and fisheries and planning, organizing and co-ordinating the activities of a group of employees engaged in the conservation of the marine resources and fisheries environment. Work is performed with a considerable degree of initiative and independent judgement within the framework of existing policies and is reviewed through discussions and reports for efficiency and achievement of objectives.

**EXAMPLES OF WORK**

Plans, organizes and coordinates the professional, technical and administrative support functions of the Department of Marine Resources and Fisheries.

Formulates and reviews, in collaboration with senior officers, the strategic direction and operational systems and procedures of the Department.

Provides professional advice on policy matters and issues related to marine resources and fisheries management and development.

Reviews existing policy related to the management and development of the fisheries and marine resources sectors and recommends changes where necessary.

Collaborates with stakeholders such as fishermen, fish processors, the Agricultural Development Bank and the Small Business Development Corporation in the development of strategies, plans and projects for the promotion of sustainable marine resources and fisheries development.

Directs and co-ordinates the conduct of fishing analyses and biological research into environmental indicators and other areas relating to marine resources and fisheries development.

Plans, organizes and co-ordinates the activities of professional, technical and other support staff engaged in the conservation of the marine resources and fisheries environment.

Directs the administration of policies, laws and regulations for the development and management of marine resources and fisheries.

Reviews the Department's operational policies, work programmes and projects and ensures compliance with International Agreements, Standards and Protocols.

Participates in the conduct of negotiations for fishing agreements.

Serves as a facilitator in the resolution of stakeholder grievances and problems.

Co-ordinates the activities of stakeholders such as tour operators, hoteliers and fishermen to ensure the sustainability to the complex eco-system.

Prepares the annual estimates of expenditure of the Department and ensures adherence to budgetary guidelines.

Collaborates with local, regional and international organizations, agencies, universities and institutions in research activities and projects related to the development and management of marine resources.

Ensures the provision of extension and training services for persons interested in commercial/industrial fishing activities.

Participates in the design of and serves as a resource person on seminars and workshops on fisheries, marine resources and aquaculture management.

Represents the Tobago House of Assembly at conferences, workshops, seminars and meetings and on Boards and Committees related to fisheries/marines resources management and development.

Performs other related work as may be required.

## **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Extensive knowledge of modern theory, principles, practices and techniques of marine resources and fisheries management and development.

Extensive knowledge of the legislation, policies, rules and regulations pertaining to the conservation of marine resources.

Considerable knowledge of the international and regional agencies operating in the field of marine resources and fisheries management.

Considerable knowledge of the principles and techniques of strategic planning.

Considerable knowledge of the principles and techniques of project management.

Knowledge of the principles and practices of Public Administration.

Considerable knowledge of the Exchequer and Audit Act, Financial Regulations and Instructions.

Some knowledge of computer application software relevant to job functions.

Ability to plan and direct programmes/projects of marine resources/fisheries development and management.

Ability to organize, direct and co-ordinate the activities of professional and technical staff engaged in the management and development of marine resources and fisheries.

Ability to critically review existing policy related to marine resources and fisheries management and make appropriate recommendations where necessary.

Ability to provide leadership and vision.

Ability to prepare comprehensive reports.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to work at sea, when required.

Ability to establish and maintain effective working relationships with fellow employees, regional and international agencies and members of the public.

### **MINIMUM EXPERIENCE AND TRAINING**

Considerable experience in the field of marine resources and fisheries development and management such as may have been gained at the next lower level; and training as evidenced by the possession of a recognized degree in Fisheries Sciences/Fisheries Management, Fisheries Biology/Aquaculture, Marine Biology or in Natural Sciences with courses related to Fisheries Development, supplemented by post graduate training in the related field; or any equivalent combination of experience and training.

**PD(c/c): 7/1/14 Vol. 11**

**March 12, 2004**