



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Environmental Officer

DEPARTMENT: Department of Fisheries

MINISTRY: Ministry of Tourism, Agriculture, Fisheries, Maritime and The Environment

LOCATION: Providenciales

JOB SUMMARY:

The post is mandated to contribute and provide support for research, monitoring and environmental awareness programmes for Department of Fisheries and Marine Resource Management.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist the Scientific Officer with fisheries research and development activities.
2. Regularly conduct morphometric data monitoring at fish landing sites and fish plants.
3. Tabulate and statistically analyze data and draft reports (technical and public press), including the preparation of reports to CITES, CRFM and FAO on fisheries data and information.
4. Provide support to the Fisheries Advisory Committee (FAC) and Scientific Advisory Committee (SAC) on matters relevant to his/her area of technical expertise.
5. Provide assistance to update the TCI Fisheries Management Plan and other fisheries related protocols.
6. Assist the Scientific Officer (Fisheries) with the preparation of CITES and non-CITES Export Permits if legislation permits.
7. Assist the Scientific Officer (Fisheries) with educational awareness related to fisheries activities.
8. Maintain Fisheries data collection in available databases.
9. Maintain an inventory of equipment, tools and other assets for research and monitoring for fisheries related matters, including their proper safekeeping and maintenance.
10. Contribute to the development and/or updates of TCI fisheries monitoring protocols and codes of practice.
11. Adhere to all Public Service codes, rules and regulations.
12. Perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:





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- A Bachelor's degree in Fisheries, Marine Biology, or related discipline, preferably with an advanced degree (MSc).
- Experience in data handling and data management (MS Excel and MS Access)
- Experience in GIS
- A valid TCI Driver's Licence will be required
- Good communication and teamwork skills
- Strong swimming skills

Experience:

- The position requires a minimum of two (2) years relevant experience (data collection, collation, analysis, report writing).

REMUNERATION PACKAGE:

SALARY – Grade 6 \$45,992.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate/Record.

