EXPRESSION OF INTEREST

The Ministry of Agriculture is looking for applicants to fill the following Acting Appointments for a short term period. Interested candidates who meet the requirements of the post are encouraged to apply and submit with an updated CV. The relevant Job Description can be obtained from the Post Processing Unit upon request. Other particulars of the posts available for EOI are tabulated below:

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<thead>
<tr>
<th>VACANCY NO.</th>
<th>EOI 64/2018</th>
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</thead>
<tbody>
<tr>
<td>POST:</td>
<td>CHIEF ADMINISTRATION OFFICER (HUMAN RESOURCE FINANCE &amp; INFORMATION)</td>
</tr>
<tr>
<td>STRATEGIC HEADQUATERS</td>
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</tr>
<tr>
<td>DIVISION:</td>
<td>HUMAN RESOURCE FINANCE &amp; INFORMATION</td>
</tr>
</tbody>
</table>

**DUTIES OF THE POST:**
The position provides an effective administrative and accounting support including advice to the Senior Executive Management, Senior Management and staff to ensure the effective promotion of the Ministry’s goals and principles for governing actions directed towards success in delivering the objectives of the Ministry’s holistic plans.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. At least 4 – 5 years’ experience in human resources and financial management with at least 3 years in a similar role.
2. Sound knowledge of the principles and procedures for Open Merit Selection Criteria, Learning & Development Guideline, Job Evaluation Exercise, Performance Management, employee relations, asset management, project management, records management and workplace health and safety.
4. Demonstrated experience on corporate activities and public relations.
5. Demonstrated experience in managing staff and in developing & implementing policies and procedures.
6. Understanding of the Fijian Constitution (2013) and the current Fijian Civil Service machinery.

**SKILLS & ABILITIES:**
1. Demonstrated leadership skills including the ability to plan, organize activities and provide the team with clear objectives and inspire a positive attitude to work;
2. Strong oral and written communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
3. Strong analytical skills with the ability to logically evaluate information, identify key issues and draw sound results;
4. Demonstrated ability to analyse and solve complex problems and to provide assistance to a wide range of staff, in a resource constrained environment;
5. Highly developed interpersonal skills with the ability to work effectively with the executive team, staff and external stakeholders;
6. Have a high level of ethics and integrity and able to maintain confidentiality within the Ministry and the Civil Service as a whole;
7. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organisation.
8. Demonstrated ability to meet tight and immovable deadlines.

**SALARY BAND J STEP 1**
**VACANCY NO.: EOI 65/2018**

**POST: PRINCIPAL AGRICULTURAL OFFICER (CENTRAL)**

**DIVISION:** CROP EXTENSION

**DUTIES OF THE POST:**
This position is responsible in the effective implementation of all agricultural Development Programs in the Central Division.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Having a broad and well-rounded knowledge of the agriculture sector;
2. Sound experience in discussion and negotiation at Senior or Management level;
3. Understand the Fijian constitution (2013);
4. At least five (5) years’ work experience in crop extension services or relevant fields with three (3) years’ experience as middle Manager or equivalent.

**SKILLS & ABILITIES:**
1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders;
2. Ability to manage time effectively and to work according to given timeline;
3. Ability to prepare clear and concise technical report of all agriculture activities;
4. Ability to come up with innovative ideas and communicate (written and verbal) effectively;
5. Demonstrate ability to lead and manage staff.

**SALARY BAND J STEP 1**

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**VACANCY NO.: EOI 66/2018**

**POST: PRINCIPAL AGRICULTURAL OFFICER (ANIMAL PRODUCTION)**

**DIVISION:** ANIMAL HEALTH & PRODUCTION

**DUTIES OF THE POST:**
The position is responsible to the Director Animal Health and Production for advising and planning on all Animal Production programme including Beef, Dairy, Pigs, Goat, Sheep, Poultry and Apiculture.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Have at least 5 years’ experience in the field of livestock production.
2. Extensive knowledge in the livestock industry management and regulation, covering areas including livestock development, project submissions, project implementation, monitoring and evaluation.
3. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
4. Promotes a shared commitment to the strategic direction of the Ministry and help create organizational strategies that are aligned with the broad outcomes of Government.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of teams and how to work within a high performing team.

**SKILLS & ABILITIES:**
1. Have effective communication and relationship skills to be able to build a positive rapport with divisional staff, customers and stakeholders; in addition to the timely delivery of service in an efficient and accurate manner.
2. Ability to mentor and lead a team by planning and organising work distribution and monitoring performance and ensuring that subordinates understand their work requirements and can work effectively together.
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
4. Customer focused with commitment to meeting expectations of internal and external stakeholders in a timely, efficient and accurate manner.
5. Display initiative in their career path via the presentation and execution of innovative ideas.
6. Demonstrate ability to represent the Division at the National, Regional and International level.

**SALARY BAND J STEP 1**

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<thead>
<tr>
<th>VACANCY NO.</th>
<th>EOI 67/2018</th>
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<tbody>
<tr>
<td>POST:</td>
<td>SENIOR AGRICULTURAL OFFICER (HEADQUATERS)</td>
</tr>
<tr>
<td>DIVISION:</td>
<td>CROP EXTENSION</td>
</tr>
<tr>
<td>DUTIES OF THE POST:</td>
<td>To provide quality corporate and support services for the effective delivery of technical services at the station.</td>
</tr>
<tr>
<td>PERSON SPECIFICATION:</td>
<td>The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:</td>
</tr>
<tr>
<td><strong>KNOWLEDGE &amp; EXPERIENCE:</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>At least five (5) years’ work experience in crop extension services or relevant fields with three (3) years’ experience as middle Manager or equivalent.</td>
</tr>
<tr>
<td>2.</td>
<td>Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agricultural management principles;</td>
</tr>
<tr>
<td>3.</td>
<td>Experience in crop extension services;</td>
</tr>
<tr>
<td>4.</td>
<td>Have management, communication, finance, administration, analytical and leadership skills.</td>
</tr>
<tr>
<td><strong>SKILLS &amp; ABILITIES:</strong></td>
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</tr>
<tr>
<td>1.</td>
<td>Have advance knowledge in crop production, management, project development, monitoring and evaluation;</td>
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<tr>
<td>2.</td>
<td>Have management, communication, finance, administration, analytical and leadership skills and demonstrate ability to lead and manage staff.</td>
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<tr>
<td>3.</td>
<td>Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;</td>
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<tr>
<td>4.</td>
<td>Ability to prepare clear and concise technical report of all agriculture activities and ability to manage time effectively and to work according to given timeline;</td>
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<tr>
<td>5.</td>
<td>Ability to come up with innovative ideas and communicate (written and verbal ) effectively;</td>
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<tr>
<td>6.</td>
<td>Good understanding of traditional protocols;</td>
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**SALARY BAND H STEP 1**

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<thead>
<tr>
<th>VACANCY NO.</th>
<th>EOI 68/2018</th>
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</thead>
<tbody>
<tr>
<td>POST:</td>
<td>SENIOR AGRICULTURAL OFFICER (RA)</td>
</tr>
<tr>
<td>DIVISION:</td>
<td>CROP EXTENSION</td>
</tr>
<tr>
<td>DUTIES OF THE POST:</td>
<td>This position is responsible in the effective implementation of all agricultural Development Programs in the Province.</td>
</tr>
<tr>
<td>PERSON SPECIFICATION:</td>
<td>The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:</td>
</tr>
<tr>
<td><strong>KNOWLEDGE &amp; EXPERIENCE:</strong></td>
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<tr>
<td>1.</td>
<td>At least five (5) years’ work experience in crop extension services or relevant fields with three (3) years’ experience as middle Manager or equivalent.</td>
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<td>2.</td>
<td>Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agricultural management principles;</td>
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<tr>
<td>3.</td>
<td>Experience in crop extension services;</td>
</tr>
<tr>
<td>4.</td>
<td>Have management, communication, finance, administration, analytical and leadership skills.</td>
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</tbody>
</table>
**VACANCY NO.: EOI 69/2018**

**POST:** SENIOR AGRICULTURAL OFFICER (BA)

**DIVISION:** CROP EXTENSION

**DUTIES OF THE POST:**
This position is responsible in the effective implementation of all agricultural Development Programs in the Province.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. At least five (5) years’ work experience in crop extension services or relevant fields with three (3) years’ experience as middle Manager or equivalent.
2. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agricultural management principles;
3. Experience in crop extension services;
4. Have management, communication, finance, administration, analytical and leadership skills

**SKILLS & ABILITIES:**
1. Have advance knowledge in crop production, management, project development, monitoring and evaluation;
2. Have management, communication, finance, administration, analytical and leadership skills and demonstrate ability to lead and manage staff.
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;
4. Ability to prepare clear and concise technical report of all agriculture activities and ability to manage time effectively and to work according to given timeline;
5. Ability to come up with innovative ideas and communicate (written and verbal ) effectively;
6. Good understanding of traditional protocols;

**SALARY BAND H STEP 1**

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**VACANCY NO.: EOI 70/2018**

**POST:** SENIOR AGRICULTURAL OFFICER (CENTRAL/EASTERN)

**DIVISION:** ANIMAL HEALTH & PRODUCTION

**DUTIES OF THE POST:**
The position is responsible to the Director Animal Health and Production for the on field execution of all Animal Health & Production programmes within the Central & Eastern Divisions.

**SKILLS & ABILITIES:**
1. Have advance knowledge in crop production, management, project development, monitoring and evaluation;
2. Have management, communication, finance, administration, analytical and leadership skills and demonstrate ability to lead and manage staff.
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;
4. Ability to prepare clear and concise technical report of all agriculture activities and ability to manage time effectively and to work according to given timeline;
5. Ability to come up with innovative ideas and communicate (written and verbal ) effectively;
6. Good understanding of traditional protocols;

**SALARY BAND H STEP 1**
PERSON SPECIFICATION:
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. Have at least 5 years’ experience in the field of livestock production.
2. Have advance knowledge in livestock sector and animal production.
3. Extensive knowledge in the livestock industry management and regulation, covering areas including livestock development, project submissions, project implementation, monitoring and evaluation.
4. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
5. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational strategies that are aligned with Government objectives and likely future requirements.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
7. Understanding of teams and how to work within a high performing team.
8. Knowledge of Fijian culture and customs.

SKILLS & ABILITIES:
1. Have effective communication and relationship skills to be able to build a positive rapport with divisional staff, customers and stakeholders; in addition to the timely delivery of service in an efficient and accurate manner.
2. Ability to mentor and lead a team by planning and organising work distribution and monitoring performance and ensuring that subordinates understand their work requirements and can work effectively together.
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
4. Customer focused with commitment to meeting expectations of internal and external stakeholders in a timely, efficient and accurate manner.
5. Display initiative in their career path via the presentation and execution of innovative ideas.

VACANCY NO. : EOI 71/2018

POST: SENIOR AGRICULTURAL OFFICER (HEADQUATERS)

DIVISION: ANIMAL HEALTH & PRODUCTION

DUTIES OF THE POST:
The position is responsible to the Deputy Secretary Agriculture Development through The Principal Agriculture Officer (Animal Health & Production - HQ) to coordinate, develop, and monitor livestock programs with geographical divisions.

PERSON SPECIFICATION:
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. Have at least 5 years’ experience in the field of livestock production.
2. Extensive knowledge in the livestock industry management and regulation, covering areas including livestock development, project submissions, project implementation, monitoring and evaluation.
3. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
4. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational strategies that are aligned with Government objectives and likely future requirements.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of teams and how to work within a high performing team.
7. Knowledge of Fijian culture and customs.

SKILLS & ABILITIES:
1. Have effective communication and relationship skills to be able to build a positive rapport with divisional staff, customers and stakeholders; in addition to the timely delivery of service in an efficient and accurate manner.
2. Ability to mentor and lead a team by planning and organising work distribution and monitoring performance and ensuring that subordinates understand their work requirements and can work effectively together.
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
4. Customer focused with commitment to meeting expectations of internal and external stakeholders in a timely, efficient and accurate manner.
5. Display initiative in their career path via the presentation and execution of innovative ideas.

**SALARY BAND H STEP 1**

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<tr>
<th>VACANCY NO. : EOI 72/2018</th>
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<tbody>
<tr>
<td><strong>POST</strong>: AGRICULTURAL OFFICER (CEREAL/PULSE) BUA</td>
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<tr>
<td><strong>DIVISION</strong>: CROP EXTENSION</td>
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<tr>
<td><strong>DUTIES OF THE POST</strong>:</td>
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<tr>
<td>The position assists Senior Agricultural Officer Bua in the formulation and implementation of agricultural program in the localities, districts and Province of Bua in-line with budgetary allocation.</td>
</tr>
<tr>
<td><strong>PERSON SPECIFICATION</strong>:</td>
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<tr>
<td>The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:</td>
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<tr>
<td><strong>KNOWLEDGE &amp; EXPERIENCE</strong>:</td>
</tr>
<tr>
<td>1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agriculture management principles;</td>
</tr>
<tr>
<td>2. Experience in crop extension services;</td>
</tr>
<tr>
<td>3. Have five (5) years' work experience in an agriculture-related environment with three (3) years’ experience at a supervisory position;</td>
</tr>
<tr>
<td><strong>SKILLS &amp; ABILITIES</strong>:</td>
</tr>
<tr>
<td>1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders;</td>
</tr>
<tr>
<td>2. Ability to manage time effectively and work to work according to given timeline;</td>
</tr>
<tr>
<td>3. Ability to prepare clear and concise technical report of all agricultural activities;</td>
</tr>
<tr>
<td>4. Ability to perform effectively in the area of operation.</td>
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**SALARY BAND G STEP 1**

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<tr>
<td><strong>POST</strong>: AGRICULTURAL OFFICER (SAVUSAVU)</td>
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<tr>
<td><strong>DIVISION</strong>: CROP EXTENSION</td>
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<tr>
<td><strong>DUTIES OF THE POST</strong>:</td>
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<tr>
<td>The position assists Senior Agricultural Officer Cakaudrove in the formulation and implementation of agricultural program in the localities, districts and Province of Cakaudrove in-line with budgetary allocation.</td>
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<tr>
<td><strong>PERSON SPECIFICATION</strong>:</td>
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<tr>
<td>The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:</td>
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<tr>
<td><strong>KNOWLEDGE &amp; EXPERIENCE</strong>:</td>
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<tr>
<td>1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agriculture management principles.</td>
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<tr>
<td>2. Experience in crop extension services.</td>
</tr>
<tr>
<td>3. Have five (5) years' work experience in an agriculture-related environment with three (3) years’ experience at a supervisory position.</td>
</tr>
<tr>
<td><strong>SKILLS &amp; ABILITIES</strong>:</td>
</tr>
<tr>
<td>1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders within the required legislative, policy framework and applicable financial and human resource regulations.</td>
</tr>
<tr>
<td>2. Ability to manage time effectively and work to work according to given to given timeline;</td>
</tr>
<tr>
<td>3. Ability to prepare clear and concise technical report of all agricultural activities;</td>
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<tr>
<td>4. Ability to perform effectively in the area of operation.</td>
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<td>POST: AGRICULTURAL OFFICER (RA)</td>
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<tr>
<td>DIVISION: CROP EXTENSION</td>
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<tr>
<td>DUTIES OF THE POST:</td>
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</tbody>
</table>
The position assists Senior Agricultural Officer Ra in the formulation and implementation of agricultural program in the localities, districts and Province of Ra in line with budgetary allocation. |
| PERSON SPECIFICATION: |
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role: |
| KNOWLEDGE & EXPERIENCE: |
1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agriculture management principles. |
2. Experience in crop extension services. |
3. Have five (5) years’ work experience in an agriculture-related environment with three (3) years’ experience at a supervisory position. |
| SKILLS & ABILITIES: |
1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders. |
2. Ability to manage time effectively and work to work according to given to given timeline. |
3. Ability to prepare clear and concise technical report of all agricultural activities; |
4. Ability to perform effectively in the area of operation |

| SALARY BAND G STEP 1 |

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<thead>
<tr>
<th>VACANCY NO. : EOI 75/2018</th>
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<tr>
<td>POST: AGRICULTURAL OFFICER (SERUA/NAMOSI)</td>
</tr>
<tr>
<td>DIVISION: CROP EXTENSION</td>
</tr>
<tr>
<td>DUTIES OF THE POST:</td>
</tr>
</tbody>
</table>
The position assists Senior Agricultural Officer Serua/ Namosi in the formulation and implementation of agricultural program in the localities, districts and Province of Serua/ Namosi in line with budgetary allocation. |
| PERSON SPECIFICATION: |
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role: |
| KNOWLEDGE & EXPERIENCE: |
1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agriculture management principles. |
2. Experience in crop extension services. |
3. Have five (5) years’ work experience in an agriculture-related environment with three (3) years’ experience at a supervisory position. |
| SKILLS & ABILITIES: |
1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders. |
2. Ability to manage time effectively and work to work according to given to given timeline. |
3. Ability to prepare clear and concise technical report of all agricultural activities; |
4. Ability to perform effectively in the area of operation |

| SALARY BAND G STEP 1 |

<table>
<thead>
<tr>
<th>VACANCY NO. : EOI 76/2018</th>
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<tbody>
<tr>
<td>POST: AGRICULTURAL OFFICER (MACUATA)</td>
</tr>
<tr>
<td>DIVISION: CROP EXTENSION</td>
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<tr>
<td>DUTIES OF THE POST:</td>
</tr>
</tbody>
</table>
To provide quality corporate and support services for the effective delivery of technical services at the station. |
| PERSON SPECIFICATION: |
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agriculture management principles;
2. Experience in crop extension services;
3. Have five (5) years' work experience in an agriculture-related environment with three (3) years' experience at a supervisory position.

**SKILLS & ABILITIES:**
1. Excellent communication skills and the ability to tactfully deal with internal and external stakeholders
2. Ability to manage time effectively and work to work according to given timeline;
3. Ability to prepare clear and concise technical report of all agricultural activities;
4. Ability to perform effectively in the area of operation

**SALARY BAND G STEP 1**

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**VACANCY NO. : EOI 77/2018**

**POST: AGRICULTURAL OFFICER (NORTH)**

**DIVISION: ANIMAL HEALTH & PRODUCTION**

**DUTIES OF THE POST:**
The position is responsible to the Senior Agricultural Officer (AH&P - West) for coordinating, planning and execution of all livestock production extension activities, animal health and enforcement of laws and regulation related to livestock under the Animal Health Act within the province of Macuata.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Extensive knowledge in the livestock sectorial management and regulation, covering areas including livestock commodity development, project submissions, project implementation, monitoring and evaluation.
2. At least 3 years' experience working in livestock sector with industrial knowledge.
3. Knowledge of the pasture management, hygienic milk production, apiculture, poultry and piggery commodities.
4. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
5. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational strategies that are aligned with Government objectives and likely future requirements.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
7. Understanding of teams and how to work within a high performing team.
8. Knowledge of Fijian culture and customs.

**SKILLS & ABILITIES:**
1. Have management, communication, finance, administration, analytical and leadership skills
2. Takes initiative to improve individual skills and knowledge
3. Acts as a mentor for others by providing advice, guidance, feedback and encouragement.
4. Exhibits a high degree of professionalism.
5. Ability to manage time effectively and work according to given timeline;
6. Ability to come up with innovative ideas and communicate (written and verbal) effectively;
7. Ability to perform effectively in area of operations;
8. Ability to work in stressful situations

**SALARY BAND G STEP 1**

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**VACANCY NO. : EOI 78/2018**

**POST: AGRICULTURAL OFFICER (REGULATORY)**

**DIVISION: ANIMAL HEALTH & PRODUCTION**

**DUTIES OF THE POST:**
To ensure the enforcement and full compliance of the Acts under the Animal Health and Production Division.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. At least 3 years experience working on broad range of regulatory activities
2. Sound theoretical knowledge and understanding on the legislation of the regulatory acts under Animal Health & Production Division.
3. Implementation and facilitation of animal legislation and act.

**SKILLS & ABILITIES:**
1. Ability to enforce the animal legislation
2. Ability to explain the laws and legislations under Animal Health and Production Division to the public
3. Have good Information Communication, networking and collaborative skills
4. Analytical and problem solving skills
5. Ability to work under pressure
6. Communicate effectively (both orally and written) with the farmers and stakeholders
7. Capacity to read, interpret and apply laws, rules and regulations to analyse situations accurately and taking effective action on noncompliance to the act.

**SALARY BAND G STEP 1**

**VACANCY NO. : EOI 79/2018**

**POST: AGRICULTURAL OFFICER (NORTH/WEST – BA/TAVUA)**

**DIVISION: ANIMAL HEALTH & PRODUCTION**

**DUTIES OF THE POST:**
The position is responsible to the Senior Agricultural Officer (AH&P - West) for coordinating, planning and execution of all livestock production extension activities, animal health and enforcement of laws and regulation related to livestock under the Animal Health Act within the province of Ba.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Extensive knowledge in the livestock sectorial management and regulation, covering areas including livestock commodity development, project submissions, project implementation, monitoring and evaluation.
2. At least 3 years’ experience working in livestock sector with industrial knowledge.
3. Knowledge of the pasture management, hygienic milk production, apiculture, poultry and piggery commodities.
4. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
5. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational strategies that are aligned with Government objectives and likely future requirements.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
7. Understanding of teams and how to work within a high performing team.
8. Knowledge of Fijian culture and customs.

**SKILLS & ABILITIES:**
1. Demonstrate the skills and ability in planning, coordinating, implementing, monitoring and evaluation of livestock commodity activities and projects.
2. Demonstrate ability to effectively work within a team.
3. Ability to analyze problems and provide directions for resolutions to complex problems either technical or administrative.
4. Computer literate and ability to interpret as well as comply with given instructions.
5. Demonstrates ability to maintain confidentiality and neutrality, in a sensitive environment.

**SALARY BAND G STEP 1**

**VACANCY NO. : EOI 80/2018**

**POST: AGRICULTURAL OFFICER (BEES)**
**DIVISION: ANIMAL HEALTH & PRODUCTION**

**DUTIES OF THE POST:**
The position is responsible directly to Director Animal Health and Production through Principle Agriculture Officer A/P for the co-ordination, planning and execution of all apiculture production and extension activities; administer the sections appropriate utilization of funds, supervision of bee breeding stations at Batiri and Dobuilevu for supply of quality stock to farmers.

**PERSON SPECIFICATION:**
The position is responsible directly to Director Animal Health and Production through Principle Agriculture Officer A/P for the co-ordination, planning and execution of all apiculture production and extension activities; administer the sections appropriate utilization of funds, supervision of bee breeding stations at Batiri and Dobuilevu for supply of quality stock to farmers.

**KNOWLEDGE & EXPERIENCE:**
1. Extensive knowledge in the apiculture industry management and regulation, covering areas including apiculture commodity development, project submissions, project implementation, monitoring and evaluation.
2. At least 3 years' experience working in livestock sector with industrial knowledge.
3. Must have completed Module 1-Basics of Beekeeping and Apiary Management, Module 2-Construction of beehive and hive parts, Module 3- Queen Grafting and Bee Breeding and Module 4- General Bee Pests and Disease Surveillance for the protection of Apiculture Industry.
4. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational strategies that are aligned with Government objectives and likely future requirements.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of teams and how to work within a high performing team.
7. Knowledge of Fijian culture and customs.

**SKILLS & ABILITIES:**
1. Demonstrate the skills and ability in planning, coordinating, implementing, monitoring and evaluation of apiculture commodity activities and projects.
2. Demonstrate ability to effectively work within a team.
3. Computer literate and ability to interpret as well as comply with given instructions.
4. Demonstrates ability to maintain confidentiality and neutrality, in a sensitive environment.
5. Demonstrates skills and ability to effectively communicate with staff and stakeholders.
6. A clean and valid driving license with Defensive Driving Certificate will be an added advantage.
7. Demonstrate skills and ability to conduct trainings on 4 different Modules for Beekeeping.
8. Demonstrate skills and ability to handle any technical issues of beekeeping in fields.
9. Demonstrates skills and ability on how to work with beehives, carry out construction of beehives and hive parts, carry out queen grafting and bee breeding and ability to carry out identification of various pests and diseases in the beehive.

**SALARY BAND G STEP 1**

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**VACANCY NO. : EOI 81/2018**

**POST: AGRICULTURAL OFFICER (GOATS)**

**DIVISION: ANIMAL HEALTH & PRODUCTION**

**DUTIES OF THE POST:**
The position is responsible to the Director, Animal Health & Production through the Principal Agricultural Officer [Animal Production] for advising and planning on all aspects of goat production and industry development.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Extensive knowledge in the goat industry management and regulation, covering areas including goat development, project submissions, project implementation, monitoring and evaluation.
2. At least 3 years' experience working in goat sector with industrial knowledge.
3. Knowledge of the pasture management and demonstrating the understanding of the global goat market economy and how it impacts local market.
4. High level of knowledge of applicable Acts and policies relevant to the livestock sector.
5. Promotes a shared commitment to the strategic direction of the Ministry and helps create organizational
devices that are aligned with Government objectives and likely future requirements.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
7. Understanding of teams and how to work within a high performing team.
8. Knowledge of Fijian culture and customs.

SKILLS & ABILITIES:
1. Demonstrate the skills and ability in planning, coordinating, implementing, monitoring and evaluation of goat
activities and projects.
2. Demonstrate ability to effectively work within a team.
3. Ability to analyze problems and provide directions for resolutions to complex problems either technical or
administrative.
4. Computer literate and ability to interpret as well as comply with given instructions.
5. Demonstrates ability to maintain confidentiality and neutrality, in a sensitive environment.

SALARY BAND G STEP 1

VACANCY NO. : EOI 82/2018
POST: AGRICULTURAL OFFICER (NAWAICOBA)
DIVISION: ANIMAL HEALTH & PRODUCTION
DUTIES OF THE POST:
Responsible to Senior Research Officer Livestock in the supervision, implementation and development programs in
the West sheep research station.

PERSON SPECIFICATION:
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. Have at least 3 years’ serving as Agriculture Technical Officer with experience of livestock management.
2. Sound knowledge of animal welfare and freedom under human control
3. Knowledge with preparation of PSIP, RIE and requests
4. Knowledge with formulating research proposals
5. Must have sound knowledge of line and cross breeding
6. Must have thorough understanding of standard operation procedures (SOP)
7. Understanding of teams and how to work within a high performing team.
8. Knowledge of cultures and customs.

SKILLS & ABILITIES:
1. Computer literate and ability to interpret as well as comply with given instructions.
2. Ability to analyze problems and propose directions for resolutions.
3. Demonstrate ability to effectively work within a team.
4. Research focused with commitment to meeting expectations.
5. Demonstrate ability to work with minimum supervision
6. Ability to maintain confidentiality and neutrality, in a sensitive environment
7. Ability to deliver new technology to clients.
8. Must have a valid driving license

SALARY BAND G STEP 1

VACANCY NO. : EOI 83/2018
POST: RESEARCH OFFICER (HORTICULTURE - VEGETABLES/FRUITS)
DIVISION: CROP RESEARCH
DUTIES OF THE POST:
The position is responsible for implementation and monitoring vegetable research and seed production programmes
in support of Research Division’s operations.

PERSON SPECIFICATION:
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. The appointee should have at least 5 years’ work experience in Agricultural research environment with also 3 years’ experience at middle/senior management level.
2. The appointee should demonstrate good knowledge & experience on preparation of project proposals, work plans, implementations & monitoring.
3. Sound knowledge of Agricultural experimental designs, data collection and analysis.
4. Knowledge on handling and management of vegetable crops.
5. Sound knowledge of writing project proposals, scientific reports, farmer’s leaflets and other informative articles.

SKILLS & ABILITIES:
1. Demonstrated ability to communicate with people from diverse backgrounds in order to disseminate information to clients.
2. Demonstrated organisational skills to assist senior staff to meet deadlines and organise trainings, field days and workshops.
3. Demonstrated ability to work cooperatively within a team environment and analyse and solve complex problems, in a resource constrained environment.
4. Demonstrated ability to maintain confidentiality in a public sector environment.
5. Ability to interpret data and write scientific papers.
6. Service oriented approach, with a commitment to supporting the operational/corporate goals of the organisation.

SALARY BAND H STEP 1

VACANCY NO. : EOI 84/2018

POST: RESEARCH OFFICER (PLANT PATHOLOGY)

DIVISION: CROP RESEARCH

DUTIES OF THE POST:
The position is responsible for the Plant Pathology research activities and disseminates technical and professional support to clients.

PERSON SPECIFICATION:
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. The appointee should have at least 5 years’ work experience in Agricultural research environment with also 3 years’ experience at middle/senior management level.
2. The appointee should demonstrate good knowledge & experience on preparation of project proposals, work plans, implementations & monitoring.
3. Sound knowledge of Agricultural experimental designs, data collection and analysis.
4. Knowledge on handling and management of Plant Pathology research.
5. Sound knowledge of writing scientific reports, farmer’s leaflets and other informative articles.

SKILLS & ABILITIES:
1. Demonstrated ability to communicate with people from diverse backgrounds in order to disseminate information when training extension officers and farmers.
2. Demonstrated organizational skills to assist Senior staffs of Plant Protection to meet deadlines.
3. Demonstrated ability to analyze and solve complex problems in a resource constrained environment and maintain confidentiality.
4. Excellent typing skills and the capacity to utilize computer programs to support the operations of the
5. Service oriented approach with a commitment to supporting the operational/corporate goals of the organization.

**SALARY BAND H STEP 1**

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**VACANCY NO.: EOI 85/2018**

**POST:** RESEARCH OFFICER (WEED SCIENCE)

**DIVISION:** CROP RESEARCH

**DUTIES OF THE POST:**
The position is responsible for the weed research activities and disseminates technical and professional support to clients.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. The appointee should have at least 5 years' work experience in Agricultural research environment with also 3 years' experience at middle/senior management level.
2. The appointee should demonstrate good knowledge & experience on preparation of project proposals, work plans, implementations & monitoring.
3. Sound knowledge of Agricultural experimental designs, data collection and analysis.
4. Knowledge on handling and management of Weed Science.
5. Sound knowledge of writing project proposals, scientific reports, farmer's leaflets and other informative articles.

**SKILLS & ABILITIES:**
1. Demonstrated ability to communicate with people from diverse backgrounds in order to disseminate information when training extension officers and farmers.
2. Demonstrated organizational skills to assist senior staffs of Plant Protection to meet deadlines.
3. Demonstrated ability to analyze and solve complex problems in a resource constrained environment and maintain confidentiality.
4. Excellent typing skills and the capacity to utilize computer programs to support the operations of the organization.
5. Service oriented approach with a commitment to supporting the operational/corporate goals of the organization.

**SALARY BAND H STEP 1**

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**VACANCY NO.: EOI 86/2018**

**POST:** SECRETARY (DEPUTY SECRETARY - CORPORATE SERVICES & PLANNING) STRATEGIC HQ

**DIVISION:** HUMAN RESOURCE FINANCE & INFORMATION

**DUTIES OF THE POST:**
The primary purpose of this position is to provide secretarial/clerical support in the day to day administration of all aspect in the Executive Office of the Deputy Secretary, Corporate Services & Planning.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. At least 3-4 years of work experience as Typist or Clerical Officer.
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Sound knowledge of public administration policy and practice.
**SKILLS & ABILITIES:**
1. Strong oral and written communication skills;
2. Demonstrated ability to work independently with minimal supervision;
3. Demonstrated ability to follow directions and maintain high standards of professionalism;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Capacity to utilize computer programs to support the operations of the organizations;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
7. Demonstrate ability to follow directions and maintain high standards of professionalism.

**SALARY BAND E STEP 1**

**VACANCY NO.:** EOI 87/2018  
**POST:** SECRETARY (DIRECTOR EXTENSION) OPERATION HQ  
**DIVISION:** CROP EXTENSION  

**DUTIES OF THE POST:**
To provide an efficient, productive and presentable secretarial work to the Director Extension, develop a favorable public image and maintain good customer relationships by effectively / efficiently attending to customer service.

**PERSON SPECIFICATION:**
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**
1. Sound knowledge of administrative skills, communication skills & leadership quality & teamwork.
2. Knowledge on Extension Division’s programs and activities.
3. At least 3 year relevant work experience.
4. Basic computer knowledge (MS Word/Excel)
5. Understanding of PSC code of conduct and values and general order.

**SKILLS & ABILITIES:**
1. Ability to communicate with people from diverse background in order to disseminate information to clients
2. Basic organizing skills and able to manage time well
3. Ability to work as a team
4. Self-starter and able to work with minimum supervision
5. Service-oriented approach, with interpersonal & negotiation skills with a commitment to supporting the operational/corporate goals of the organization
6. Ability to type at least 40 words per minute.

**SALARY BAND E STEP 1**

Applications must be received at the office of the Post Processing Unit or email to AgrPPU@govnet.gov.fj / josaia.qeranatabua@govnet.gov.fj by **11 January, 2019 no later than 4.30pm**. Late applications will not be considered.