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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<th>VACANCY NO. : EOI 25/2019</th>
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<tr>
<td>POST: SENIOR AGRICULTURE OFFICER- SERUA/NAMOSI</td>
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<tr>
<td>DIVISION: CROP EXTENSION</td>
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**DUTIES OF THE POST:**

1. Facilitate the adoption of all appropriate technology and applied research to relevant stakeholders:
2. Ensure timely implementation of all programs in the province of Serua & Namosi according to the work plan and budgetary allocation:
3. Ensure that statistical data on agricultural services in the relevant operational area is updated and produced;
4. Effective management of human resources through performance management system and capacity building; and
5. Ensure compliance to finance, human resource and all other relevant rules, regulation and policies in place.
6. Ensure timely delivery of business plan and assigned capital projects and submit reports on monthly, quarterly and annual basis;

**PERSON SPECIFICATION:**

A Degree in Agriculture or Agriculture Economics or equivalent from a recognized institution with Knowledge, Experience, Skills and abilities required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**

1. Demonstrates sound knowledge across areas of agriculture compliance with sound understanding of agricultural management principles;
2. Have advanced knowledge in crop production, management, project development, monitoring and evaluation.
3. At least 5 years’ experience in crop extension work.
4. Good understanding of traditional protocols.

**SKILLS & ABILITIES:**

1. Have good management, communication, finance, administration, analytical and leadership skills;
2. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions.
3. Have management, communication, finance, administration, analytical and leadership skills;
4. Ability to manage time effectively and to work according to given timeline;
5. Ability to prepare clear and concise technical report of all agriculture activities;
6. Ability to come up with innovative ideas.
7. Demonstrate ability to lead and manage staff;

**SALARY BAND: BAND H STEP 1**

Applications must be received at the office of the **Director Human Resources, Finance & Information** or email to AgrPPU@govnet.gov.fj or lavenia.lalanabaravi@govnet.gov.fj by **4pm Thursday, 06th June, 2019**. Late applications will not be considered.