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.

VACANCY NO.: EOI 26/2019 SECRETARY TO DEPUTY SECRETARY CORPORATE SERVICES & PLANNING

DIVISION: HUMAN RESOURCE FINANCE & INFORMATION

DUTIES OF THE POST:
1. Ensures effective registration of all inward and outward mails and correspondences for Deputy Secretary.
2. Responsible for all the filing and marked correspondences to ensure effective circulation of all marked correspondences.
3. Attending to telephone calls/enquiries.
4. Arranging appointments, meetings and travel arrangement for local and overseas trips for Deputy Secretary.
5. Ensures effective secretariat duties including typing, shorthand, taking of minutes of HRF&I meetings.
6. Ensures effective secretarial duties including typing of Cabinet Papers, report, memo, minutes, letters and other correspondences.

PERSON SPECIFICATION:
Diploma in Business Administration or equivalent from a recognized institution, 60wmp typing speed on manual typewriter or 70wpm typing speed on electronic/electric typewriter. The following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

KNOWLEDGE & EXPERIENCE:
1. 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: BAND E STEP 1
### Vacancy No.: EOI 28/2019 Post: Clerical Officer (Revenue)

**Division:** Human Resource Finance & Information

**Duties of the Post:**
1. Checking revenue receipts against lodgements, verifying revenue allocations and updating of revenue analysis register.
2. Proper maintenance of all revenue registers (Distribution & Main Stock Register).
3. Issue of Stamped revenue receipts to Agriculture Stations.
4. Daily updating of Revenue Collectors Chart.
5. Prepare Monthly Return debit note Claims for Post Fiji.

**Person Specification:**
In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

**Knowledge & Experience:**
1. Should have general knowledge in accounting.
2. Understanding of teams and how to work within a high performing team;

**Skills & Abilities:**
1. Good communication skills.
2. Demonstrated ability to ensure set deadlines are met.
3. Capacity to utilise computer programs to support the operations of complex organization.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**Salary Band:** Band C Step 1

### Vacancy No.: EOI 30/2019 Post: Clerical Officer (Ledgers)

**Division:** Human Resource Finance & Information

**Duties of the Post:**
1. Maintain Journal Vouchers Registers and filling of all journal vouchers for proper record and future references.
2. Ensure all Journal Voucher postings are reflected correctly in appropriate ledger accounts.
3. Ensure all SLG 84 accounts’ transactions meet its intended purposes and any unspent balances must be returned to originating ministry before end of financial year.
4. Ensure the timely payments of contracts and its subsequent provisional tax.
5. Create new vendor accounts and reconcile ledger accounts.

**Person Specification:**
In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

**Knowledge & Experience:**
1. Should have general knowledge in accounting.
2. Understanding of teams and how to work within a high performing team;

**Skills & Abilities:**
1. Good communication skills.
2. Demonstrated ability to ensure set deadlines are met.
3. Capacity to utilise computer programs to support the operations of complex organization.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
Experience, Skills and Abilities are required to successfully undertake these roles:

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<tr>
<th>KNOWLEDGE &amp; EXPERIENCE:</th>
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<tr>
<td>1. Good understanding of relevant legislations such as General Orders, Annual Financial Management Act, Procurement regulation and other relevant Government Policies will be an added advantage.</td>
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<td>2. Knowledge of Accounting packages with General Ledger modules.</td>
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<td>3. To have background knowledge in Accounting.</td>
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<td>4. Understanding of 2013 constitution.</td>
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<tr>
<th>SKILLS &amp; ABILITIES:</th>
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<tr>
<td>1. Demonstrated ability to work effectively and as a member of a team with minimum supervision.</td>
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<td>2. Demonstrated ability to carry out set tasks in order to meet set deadlines.</td>
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<td>3. Demonstrated ability in Financial Management Information System processing.</td>
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**SALARY BAND:** BAND C  STEP 1

VACANCY NO. : EOI 32/2019  ASSISTANT ACCOUNTS OFFICER (LEDGERS)

DIVISION: HUMAN RESOURCE FINANCE & INFORMATION

DUTIES OF THE POST:
1. To ensure the prompt and accurate reconciliation of all ledger accounts.
2. To manage and control Advance applications.
3. To ensure that all daily transactions are disbursed and reflected in the General Ledger of Financial Management Information System.
4. Prepare payment of monthly VAT Return and quarterly Fringe Benefit Tax to Fiji Revenue Customs Authority (FRCA).
5. Prepare requests for the release of funds from Small Grants Scheme to AID Unit- Ministry of Economy.
7. Ensure Requisition Incur Expenditures (RIEs) signed by authorizing officers and submit to Ministry of Economy for approval.
8. Prepare Allocation Advices for disbursement of funds.
10. Supervision of Ledgers staff.
11. Timely provision of reconciled relevant reports to Ministry of Economy.

PERSON SPECIFICATION:
In addition to an undergraduate Degree in Accounting/ Finance/ Commerce from an accredited University, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

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<th>KNOWLEDGE &amp; EXPERIENCE:</th>
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<tr>
<td>1. Good understanding or relevant legislations such as General Orders, AFM, Procurement Regulation, Government Policies.</td>
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<tr>
<td>2. A good sound knowledge of any accounting packages and a General Ledger module.</td>
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<tr>
<th>SKILLS &amp; ABILITIES:</th>
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<tr>
<td>1. Demonstrated ability to work effectively and as a member of a team with minimum supervision.</td>
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<td>2. Demonstrated ability to effectively manage the overall supervision of Ledgers staff.</td>
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<td>3. Demonstrated ability to carry out set tasks in order to meet set deadlines.</td>
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<td>4. High level of interpersonal skills is required.</td>
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<td>5. Demonstrated ability in Data processing.</td>
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# VACANCY NO.: EOI 34/2019 DRIVER (KOROVOU, TAILEVU)

**DIVISION:** CROP EXTENSION

**DUTIES OF THE POST:**
1. Operate as the driver (Korovou) who provides transportation to officers when attending to core duties.
2. Assist in carrying out field activities and ensuring staff safety while travelling.
3. Check that vehicle is in a good running condition, is well maintained and serviced regularly.
4. Check that the vehicles are always clean and ready for any field duty.
5. Gather vehicle pass whenever necessary.
7. Assist staff in the dispatching, collection of quotation, collecting of planting materials and Seedlings.

**PERSON SPECIFICATION:**  
A pass in Fiji Junior Certificate Examination and valid Group 2, 4, 6 driving license with a valid Defensive Driving Certificate and clean driving records. The following knowledge, experience, skills and abilities are also required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**
1. Must possess a Group 2 clean driving license with a valid certificate in defensive driving course.
2. Must communicate well with staff and have knowledge on the Land Transport Act.
3. Possess good communication skills and have knowledge/information of latest developments related to agriculture.

**SKILLS & ABILITIES:**
1. Possess good communication skills in order to communicate well with farmers and staff.
2. Good customer services and be able to work under stress with less supervision.
3. Ability to come up with innovative idea and communicate (written and verbal) effectively.

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# VACANCY NO.: EOI 36/2019 AGIRCULTURAL ASSISTANT- LAKEBA

**DIVISION:** CROP EXTENSION

**DUTIES OF THE POST:**
1. Assist Agriculture Technical Officer on the coordination and implementation of agriculture activities in the localities/district.
2. Responsible in the compilation of locality/district technical reports and submits to the Agriculture Technical Officer.
3. Implementation and monitoring of capital programs in the locality/district in line with the annual work program and budgetary allocation.
4. Monitoring of agricultural activities and reporting.
5. Preparation of reports on agricultural services.
6. Attend/coordinate farmers meeting.

**PERSON SPECIFICATION:**  
In addition to having a Diploma in Tropical Agriculture or equivalent, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**
1. Must possess a Group 2 clean driving license with a valid certificate in defensive driving course.
2. Must communicate well with staff and have knowledge on the Land Transport Act.
3. Possess good communication skills and have knowledge/information of latest developments related to agriculture.
1. Have basic technical knowledge of crop husbandry and marketing.
2. Demonstrate basic knowledge across areas of agriculture compliance with basic understanding of agricultural management principles.

**SKILLS & ABILITIES:**
1. Possess good communication skills (both verbal and written) in English and ITaukei/Hindi language.
2. Ability to work under pressure and with minimum supervision and being a Team player.
3. Should be analytical and capable of assessing situations to be able to make informed decisions on the field.
4. Ability to prepare and submit reports on time.

**VACANCY NO.: EOI 37/2019 DRIVER (NAIDI)**

**DIVISION: CROP EXTENSION**

**DUTIES OF THE POST:**
1. Ensure daily inspection is carried out and Vehicle is readily available.
2. Ensure maintenance of Vehicle at all times.
3. Ensure proper recording of all runs in the running sheets.
4. Ensure that tools and spare tyres are always available.
5. Ensure that accidents are reported IMMEDIATELY to Police and supervisors.

**PERSON SPECIFICATION:**
A pass in Fiji Junior Certificate Examination and valid Group 2, 4, 6 driving license with a valid Defensive Driving Certificate and clean driving records. The following knowledge, experience, skills and abilities are also required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**
1. At least 5 years driving experience.
2. Knowledge of vehicle tools/ implements & its proper usage.
3. Understanding of vehicle mechanics.
4. Understanding of traffic rules.

**SKILLS & ABILITIES:**
1. Defensive Driving Skills
2. Ability to perform basic vehicle repair
3. Good communication skills- verbal and written
4. Good Inter-personal skills
5. Ability to with minimum or no supervision and under pressure.

**SALARY BAND : BAND E STEP 1**

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**VACANCY NO.: EOI 38/2019 DRIVER (LAKENA)**

**DIVISION: CROP EXTENSION**

**DUTIES OF THE POST:**
1. Operate as the driver in the section providing transportation to officers attending to their core roles.
2. Assist in carrying field activities and ensuring all staff safety while travelling.
3. Check that vehicle is well maintained and serviced for good running condition.
4. Check that the vehicles are always clean and ready for any field duty.
5. Gather vehicle pass whenever necessary.
6. Report on any required repair, maintenance and services of the vehicle.
7. Assist staff in the dispatching, collection of quotation and collecting planting materials, seedlings and etc for field duties.

**PERSON SPECIFICATION:**
A pass in Fiji Junior Certificate Examination and valid Group 2, 4, 6 driving license with a valid Defensive Driving Certificate and clean driving records. The following knowledge, experience, skills and abilities are also required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**
1. Must possess a Group 2 clean driving license with a valid Certificate in defensive driving course.
2. Must communicate well with staffs and have knowledge on transport rules and instructions;
3. Good customer services and be able to work effectively anywhere with less supervisions.
4. Possess good communication skills and have knowledge/ information of latest developments related to agriculture.

**SKILLS & ABILITIES:**
1. Possess good communication skills in order to communicate well with farmers and staff.
2. Good customer services and be able to work under stress with less supervision.
3. Ability to uphold values and code of conduct of the Public Service; and
4. Ability to come up with innovative idea and communicate (written and verbal) effectively.

**SALARY BAND : BAND B 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.talanabaravi@govnet.gov.fj by **4.30pm Wednesday July 3rd, 2019.** Late applications will not be considered.