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.

<table>
<thead>
<tr>
<th>VACANCY NO.</th>
<th>PRINCIPAL AGRICULTURAL OFFICER (WEST)</th>
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<tbody>
<tr>
<td>DIVISION:</td>
<td>CROP EXTENSION</td>
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<tr>
<td>DUTIES OF THE POST:</td>
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<tr>
<td>1. Ensure timely delivery of Business Plan for the Animal Health &amp; Production, Research and Extension Divisions including assigned capital projects and regulatory relevant reports.</td>
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<td>2. Ensure the adoption of all appropriate technology and applied research to relevant stakeholders in the Western Division.</td>
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<td>3. Ensure timely implementation of all programs in the Western Divisions according to the work plan and budgetary allocation.</td>
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<td>4. Ensure that statistical data on agricultural services in the relevant operational area is updated and produced.</td>
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<td>5. Effective management of human resources through performance management system and capacity building.</td>
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<td>6. Ensure compliance to finance, human resources and all other relevant rules, regulation and policies in place.</td>
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PERSON SPECIFICATION:
In addition to having a Degree in Agriculture or Agriculture Economics or equivalent, a post graduate degree will be an added advantage with Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:
1. Five years relevant experience with a broad and well-rounded knowledge of the agriculture sector.
2. Sound experience in discussion and negotiation at Senior or Management level especially on matters related to policies and procedures.
3. Good understanding of Terms and Condition of Employment in the Public Service and Government financial regulations.

SKILLS & ABILITIES:
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.
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: BAND J STEP 1
VACANCY NO. : EOI 40/2019 AGRICULTURAL TECHNICAL OFFICER (ROTUMA)
DIVISION: CROP EXTENSION
DUTIES OF THE POST:
1. Provide advisory services for agriculture development and facilitate in its implementation.
2. Check that the agriculture programs in the Provinces are implemented according to budgetary allocation.
3. Assist in the development of work plans and monitor their implementation.
4. Maintain management of human resources through performance management system and capacity building.
5. Check that agricultural services data in the relevant area of operation is updated and produced timely.

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

KNOWLEDGE & EXPERIENCE:
1. 3 years’ relevant experience and working knowledge of agricultural services.
2. Sound knowledge of relevant rules, regulations and policies governing the required roles and area of operation.
3. Experience in conducting public/ community awareness programs.
4. Practical working experience in implementing agricultural programs in localities/ division.

SKILLS & ABILITIES:
1. Ability to supervise effectively to achieve Business Plan activities and ability to prepare reports on agricultural services in a timely manner.
2. Communicate effectively and expresses ideas clearly both written and verbal in the English, iTaukei and Hindi language including but not limited to understanding traditional protocols.
3. Should be analytical and capable of assessing situation to be able to make informed decisions in the field.
4. Ability to understand the linkages between Agriculture plans and its key stakeholders needs.
5. Ability to work long hours especially during National Disasters or matters of national importance.

SALARY BAND : BAND F STEP 1

VACANCY NO. : EOI 41/2019 AGRICULTURAL ASSISTANT (VANUABALAVU)
DIVISION: CROP EXTENSION
DUTIES OF THE POST:
1. Assist Agriculture Technical Officer in 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. Supervise work carried out by subordinates in accordance with individual work plan.
4. Implementation and monitoring of capital programs in the locality/ district in line with the annual work program and budgetary allocation.
5. Monitoring of agricultural activities and reporting.
6. Preparation of reports on agricultural services.
7. Attend meetings at village/ District level.

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

**KNOWLEDGE & EXPERIENCE:**
1. Knowledge on Crop husbandry practices and agricultural services.
2. Sound knowledge of relevant rules, regulation and policies governing the required roles and area of operation.
3. Possess good communication skills and have knowledge/ information of latest developments related to agriculture.

**SKILLS & ABILITIES:**
1. Should have analytical skills and be capable of assessing situations to be able to make informed decisions in the field.
2. Ability to prepare and submit reports on time.
3. Ability to uphold values and code of conduct of the Public Service; and
4. Ability to communicate (written and verbal) effectively and come up with innovative ideas.

**SALARY BAND : BAND E  STEP 1**

**VACANCY NO. : EOI 44/2019 FIELDMAN (EASTERN)**
**DIVISION: CROP EXTENSION**

**DUTIES OF THE POST:**
1. Assist in the purchase and delivery of items for outer islands.
2. Assist with the provision of information and statistical data through consultation with stakeholder for the improvement of the agriculture sector at locality/ district level.
3. Assist in the collection of quotations for items required by all stations in the Division.
4. Assist in the collection of data from all localities for report writing.

**PERSON SPECIFICATION:**
A pass in Fiji School Leaving Certificate Examination/ Year 12 and also possess a legal valid group 2 driving license (Full License Holder) with a valid Certificate of Defensive Driving Course. The following Knowledge, Experience, Skills and Abilities will be needed to successfully carry out the duties and responsibilities of this position.

**KNOWLEDGE & EXPERIENCE:**
1. Technical and practical knowledge of crop husbandry/ production. Marketing, value adding, management and operation procedures and systems.
2. A person who listen to instructions and be able to work overtime when the need arises.
3. Possess knowledge/ information of latest developments related to agriculture.
4. Possess good communication skills and have knowledge/ information of latest developments relevant to agriculture.
5. Understanding of 2013 constitution.

**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.

**SALARY BAND : BAND A  STEP 1**

**VACANCY NO. : EOI 45/2019 FIELDMAN (GAU)**
**DIVISION: CROP EXTENSION**

**DUTIES OF THE POST:**
1. Assist in the coordination and effective implementation of all agricultural programs within the locality/district in line with the budget allocation to ensure food and income security are maintained.
2. Assist with the provision of information and statistical data through consultation with stakeholder for the improvement of the agriculture sector at locality/district level.

**PERSON SPECIFICATION:**
A Fiji School Leaving Certificate Examination level or equivalent with the following Knowledge, Experience, Skills and Abilities.

**KNOWLEDGE & EXPERIENCE:**
1. Sound knowledge of relevant rules, regulation and policies governing the required roles and area of operation.
2. Technical and practical knowledge of crop husbandry/production. Marketing, value adding, management and operation procedures and systems.
3. At least 3 years’ experience handling similar field work.
4. Possess good communication and knowledge/information of latest development related to agriculture.

**SKILLS & ABILITIES:**
1. Ability to uphold values and code of conduct of the Public Service.
2. Ability to communicate (written and verbal) effectively and come up with innovative ideas.

**SALARY BAND : BAND A STEP 1**

**VACANCY NO. : EOI 47/2019 AGRICULTURE TECHNICAL OFFICER (DAIRY)**

**DIVISION: ANIMAL HEALTH & PRODUCTION DIVISION**

**DUTIES OF THE POST:**
1. Assist senior management team of livestock research section in research proposals and execution of capital programmes with monitoring activities.
2. Contribute in designing, implementing and monitoring of approved dairy research trials.
3. Monitor trial, collect and organize data and report to the supervisor for validation.
4. Prepare reports and other information deemed necessary.
5. Display good working relations with local and international research organizations/academic institutions and other government sectors and Non-Governmental Organizations.
6. Assist in general resource management and provide training, guidance and supervision of subordinate staff and volunteers in technical duties.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities where required.

**PERSON SPECIFICATION:**
A Diploma in Tropical Agricultural Science or equivalent from a recognised Institution with the following knowledge, experience, skills and abilities.

**KNOWLEDGE & EXPERIENCE:**
1. At least 5 years’ of experience in agricultural livestock industry.
2. Must have understanding of executing research proposal, implementing trials, monitoring and collecting research data.
3. Must have theoretical and practical knowledge and experience on livestock breeding, management and husbandry practices.
4. Practical knowledge of dairy hygiene, animal welfare, waste management and climate change.
issues in the country.
5. Understanding and experience of how to work in a high performing team.
6. Understanding of Fijian constitution 2013 and applicable laws of Fiji.
7. Background knowledge of culture and customs.

**SKILLS & ABILITIES:**
1. Demonstrated ability in evaluating dairy production problems, nutritional development strategies and implementing research trials.
2. Demonstrated ability and skills to organise, handle and report research data to supervisors.
3. Ensure effective dissemination of livestock development technologies to clients through field days and training courses.
4. Demonstrated skills to audit unsafe work practices and conditions and apply corrective measures.
5. Capacity to utilize computer programs and advanced internet research techniques.
6. Possess good staff coaching and mentoring skills.

**SALARY BAND:** BAND F  STEP 1

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**VACANCY NO. : EOI 48/2019 AGRICULTURE OFFICER (DAIRY)**

**DIVISION:** ANIMAL HEALTH & PRODUCTION DIVISION

**DUTIES OF THE POST:**
1. Assist senior management team in preparation of policies on livestock research, research proposals and execution of capital programmes with monitoring activities.
2. Design, implement and monitor approved dairy research trials.
3. Monitoring and evaluation of the trial data including data collection, data collation, data validation, analysis and reporting activities to support the development or improvement of technical standards, innovative approaches and strategies, new tools, technologies, technical reports.
4. Prepare reports and other information deemed necessary for the stakeholders or farmers.
5. Build and maintain good working relations with local and international research organisations/academic institutions and other government sectors and Non-Governmental Organizations.
6. General resource management and provide training, guidance and supervision of sub-ordinate staff and volunteers in technical duties.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities when required.

**PERSON SPECIFICATION:**
A Degree Agricultural Science or equivalent from a recognised University with the following Knowledge, Experience, Skills and Abilities.

**KNOWLEDGE & EXPERIENCE:**
1. At least 3 years’ of experience in agricultural livestock industry.
2. Must have comprehensive understanding of formulating research proposals, implementing trials, monitoring and validating the results.
3. Practical knowledge of animal welfare and climate change issues in the country.
4. Understanding and experience of how to work in high performing teams.
5. Understanding of Fijian constitution 2013 and applicable laws of Fiji.
6. Background knowledge of culture and customs.

**SKILLS & ABILITIES:**
1. Demonstrated ability in evaluating livestock related problems, nutritional development strategies
1. Assist senior management team in preparation of policies on livestock, research, research proposals and execution of capital programmes with monitoring activities.
2. Design, implement and monitor approved livestock research trials.
3. Monitoring and evaluation of trial data including data collection, data collation, data validation, analysis and reporting activities to support the development or improvement of technical standards, innovative approaches and strategies, new tools, technologies and technical reports.
4. Prepare reports and other information deemed necessary for the stakeholders or farmers.
5. Build and maintain good working relations with local and international research organizations/academic institutions and other government sectors and Non-Governmental Organizations.
6. General resource management and provide training, guidance and supervision of sub-ordinate staff and volunteers in technical duties.
7. Actively contribute to all corporate requirements of the ministry including planning, budgeting and selection activities when required.

PERSON SPECIFICATION:
A Degree in Agricultural Science or equivalent from a recognised Institution including the following Knowledge, Experience, Skills and Abilities.

KNOWLEDGE & EXPERIENCE:
1. Must have at least 3 years of experience in agricultural livestock industry.
2. Must have comprehensive understanding of formulating research proposals, implementing trials, monitoring and validating the results.
3. Practical knowledge of animal welfare and climate change issues in the country.
4. Understanding and experience of how to work in high performing teams.
5. Understanding of Fijian constitution 2013 and applicable laws of Fiji.
6. Background knowledge of relevant local culture and customs.

SKILLS & ABILITIES:
1. Demonstrated ability in evaluating livestock nutrition related problems, nutritional development strategies and designing, implementing/ conducting and analysing research trials.
2. Demonstrated ability and skills to organise and handle research data.
3. Should have skills to inspect for unsafe work practises or conditions and initiate corrective actions.
4. Should be computer literate in Microsoft office applications and advance internet research techniques.
5. Possess good staff coaching and mentoring skills.

**SALARY BAND: BAND G STEP 1**

**VACANCY NO.: EOI 50/2019 EXECUTIVE OFFICER (POST PROCESSING UNIT)**

**DIVISION: HUMAN RESOURCE FINANCE & INFORMATION**

**DUTIES OF THE POST:**

1. Process and identify vacant position from the Person to Post and providing accurate information on vacancy status to respective Head of Division for approval and draft advertisement.
2. Advertise the approved vacancies in the Fiji Sun and upload in the Ministry’s Website.
3. Prepare the Purchase Order and the Payments to Fiji Sun.
4. Maintain the advertisement database in terms of vacancy for timely advice to management through monthly submission to Permanent Secretary Agriculture and Head of Department.
5. Attend and assist Admin Officer (AO) Post Processing Unit on all submission related to Post Processing Unit for Permanent Secretary for Agriculture approval.
6. Provide effective reports to Administrative Officer, Permanent Secretary of Agriculture Office and Finance on vacancy return and weekly report internally.
7. Process and administer high level of work pressure on short time frame allocated to complete tasks assigned and ensure the update of Advertisement Vacancies return.

**PERSON SPECIFICATION:**

Have a Diploma in Management or equivalent, public administration, business administration or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**KNOWLEDGE & EXPERIENCE:**

1. At least 3 years of experience working on the relevant area of work.
2. Practical, working knowledge of all aspects and function of post processing matters.
4. Understanding of the civil reform initiatives for good human resource management.

**SKILLS & ABILITIES:**

1. Excellent Communication Skills and the ability to tactfully deal with employees within the required legislative and policy framework.
2. Ability to follow instructions and meet set deadlines, particularly post processing matters.
3. Demonstrate ability to work cooperatively within a team environment.
4. Demonstrated ability to maintain confidentiality, in a public sector environment.
5. Capacity to utilize computer programs to support the operations of complex organization.
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

**SALARY BAND: BAND E 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 4.30pm Thursday 18th July, 2019. Late applications will not be considered.