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>POST: SENIOR AGRICULTURE OFFICER (BEEF/DAIRY/HQ)</th>
<th>DIVISION: ANIMAL HEALTH &amp; PRODUCTION</th>
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<td>DUTIES OF THE POST:</td>
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<td></td>
<td>1. Coordinate all beef and dairy production activities as stipulated in the Animal Health &amp; Production Annual Business Plan.</td>
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<td>2. Guide and train; staff including beef and dairy producers.</td>
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<td>3. Liaise with; beef, dairy producers &amp; stakeholders that are interested in beef and dairy production.</td>
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<td>4. Assist in the formulation of beef and dairy industry policy issues.</td>
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<td>5. Improve efficiency and productivity through sustainable agricultural production.</td>
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<td>6. Value chain improvement of market access in the Livestock Industry in order to deliver valuable service to the market.</td>
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<td>7. Facilitate implementation of the Livestock Capital Programme related to beef and dairy commodity.</td>
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<td>8. Preparation of divisional reports, project papers, business plan, Individual Work Plan (IWP), Requisition to Incur Expenditure (RIE), QPPR including but not limited to, preparation of other reports.</td>
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<td>9. Consult with Research team on beef and dairy research proposals to address issues related to production.</td>
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<td>10. Implementation of extension packages for dissemination to extension officers and farmers.</td>
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<td>11. Management and supervision of staff and relevant resources.</td>
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<th>PERSON SPECIFICATION:</th>
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<tr>
<td>In addition to a Degree in Agriculture Science or equivalent from a recognized University, the following knowledge, experience, skills and abilities are required to successfully undertake this role.</td>
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<tr>
<th>KNOWLEDGE &amp; EXPERIENCE:</th>
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<tr>
<td>1. Sound knowledge of administrative skills, communication skills &amp; leadership quality &amp; teamwork.</td>
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<td>2. Knowledge on Animal Health &amp; Production Division’s research stations programs and activities.</td>
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<td>3. At least 3 years’ relevant working experience.</td>
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4. Understanding the Public Service Commission Code of Conduct, Values and General Order.

**SKILLS & ABILITIES:**

1. Demonstrated ability to communicate with people from diverse backgrounds in order to disseminate information to clients.
2. Demonstrated organisational skills to effectively organise trainings, meetings and workshops that will assist Director/Animal Health & Production in meeting deadlines.
3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational/corporate goals of the organisation.

**SALARY:** BAND E STEP 1

**VACANCY NO. :** EOI 53/2019

**POST:** SENIOR RESEARCH OFFICER (TISSUE CULTURE)

**DIVISION:** RESEARCH

**DUTIES OF THE POST:**

1. Conserve and manage plant genetic resources in vitro through better management techniques and efficient utilization of resources.
2. Prepare project proposals and sectional budgets through consultations, proper planning and knowledge to enhance the development of Tissue Culture section.
3. Supervision of established staff for compliance to OHS regulations including and not limited to the efficient operation of research programmes.
4. Improve knowledge transfer for efficient implementation of programmes.
5. Dissemination of appropriate research findings and information to clients through publications, field days and interview.
6. Prepare reports (monthly, quarterly, QPPR and Annual reports) through monitoring of trial progress and proper management practices and data analysis.

**PERSON SPECIFICATION:**

A relevant Bachelor Degree in Agriculture Science or equivalent from a recognised University, a Post-Graduate Certificate would be an advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**KNOWLEDGE & EXPERIENCE:**

1. Sound knowledge on tissue culture protocols and required environmental condition.
2. The appointee should have at least 10 years of work experience in a related field with at least 2-3 year experience in Agronomy (root crops/ tree crops) research activities.
3. Sound knowledge of preparing project proposals, pre-schedules, work plan, cash flows and laying out of experimental trials. Computer knowledge and skills is also essential.
4. Ability to; write concise, clear analytical reports and present information in field days, farmer trainings, workshops and seminars.

**SKILLS AND ABILITIES**

1. Demonstrated ability to perform tissue culture laboratory activities and maintenance of tissue cultured materials in the nursery.
2. Demonstrated ability to; communicate with people from different background with an excellent verbal and written communication skills.
3. Demonstrated good organization skills to assist the Principal Research Officer in meeting the deadlines.
4. Service oriented with the commitment to perform all duties assigned to him or her.
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<tr>
<td>POST: CLERICAL OFFICER (ADMINISTRATION)</td>
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<tr>
<td>DIVISION: ECONOMIC PLANNING &amp; STATISTICS</td>
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**DUTIES OF THE POST:**

1. Assisting with the Administrative monthly returns which includes but is not limited to, leave, staff and vehicle and absence return of the Division.
2. Assist in the co-coordinating of the filing system in the Division.
3. Provide assistance in the timely submission of logistical/ administrative role of the position.
4. Maintain efficient communication throughout the Division, on dissemination of decision from Chief Economist to all staff.
5. Maintain communication with other Division’s on the free flow of information.

**PERSON SPECIFICATION:**

A pass in Fiji Seventh Form Examination or equivalent from a recognised Institution. The following knowledge, experience, skills and abilities are required to successfully undertake this role.

**KNOWLEDGE AND EXPERIENCE**

1. At least 1 year experience working on a range of human resource functions.
2. Practical working experience on general administration work and an understanding of management best practices.

**SKILLS AND ABILITIES**

1. Be Computer literate and ability to establish good working relationship.
2. Planning, organizing and able to efficiently manage time that meets set deadlines.
3. Exceptional verbal and written communication skills.
4. Self- starter and able to work with minimum supervision with a Service- oriented approach. A commitment to support the operation of the organization.
5. Demonstrate good public relation and communication.

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<tr>
<td>POST: CLERICAL OFFICER (DREKETI)</td>
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<td>DIVISION: CROP EXTENSION</td>
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**DUTIES OF THE POST:**

1. Providing administrative and financial support services to Agricultural Technical Officer and staff.
2. Check that purchasing and control of stores, supplies and services are in accordance with the Financial Management Act 2004 & Stores Regulation.
3. Check that weekly wages for Government is updated and paid regularly.
4. Manage revenue collection, analysis and lodgment.

**PERSON SPECIFICATION:**

Completion Certificate in Fiji Seventh Form Examination or Fiji School Leaving Certificate Examination pass or equivalent with the following knowledge, experience, skills and abilities.

**KNOWLEDGE AND EXPERIENCE**

1. Basic understanding of administration and accounts functions.
2. Basic computer knowledge.
3. Practical working experience on general clerical work.
4. Understanding of 2013 constitution.
### SKILLS AND ABILITIES
2. Basic organizing skills and able to manage time well.
3. Ability to work as team.
4. Self-starter and able to work with minimum supervision and Service-oriented.

### VACANCY NO: EOI 56/2019
**POST:** AGRICULTURAL TECHNICAL OFFICER (MEAT INSPECTION)
**DIVISION:** ANIMAL HEALTH & PRODUCTION

### DUTIES OF THE POST:
1. Ensure live animals are being treated humanely and are inspected before slaughter.
2. Determining if live animals are healthy and fit for slaughter.
3. Ensuring that all carcasses are inspected after slaughter so that no unhealthy animals or unfit meat is introduced into the food chain.
4. Effectively monitor the identification of carcasses and portions of carcasses suspected of disease.
5. To pass, conditionally pass or condemn offal and release the passed carcasses and offal and to destroy the condemned carcasses and parts.
6. Ensuring that all samples (blood, tissue, gross lesions) to be submitted to lab for testing.
7. Examination of meat inspection facilities to ensure proper working conditions including the sanitary conditions of the meat processing plant and transportation vehicles.
8. Plan out meat surveillance program for the meat inspectors.
9. Responsible for revenue collection and bank lodgment.
10. Assist Agricultural Officer Regulatory in Registration/ Renewal of Cattle trucks and other regulatory activities such as pounds, Dogs, Stray animal.
11. Prepare weekly report on all activities carried out in the Abattoir.

### PERSON SPECIFICATION:
In addition to Diploma in Tropical Agriculture/ Diploma in Animal Health with Certificate in Paraveterinary Studies, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

### KNOWLEDGE AND EXPERIENCE
1. At least three (3) years' work experience in Meat Industry.
3. Have good knowledge and understanding of animal pathology and anatomy.
4. Have good knowledge of normal appearance and habits of animals including healthy carcass and parts.
5. Have good knowledge and understanding of the Occupational Health & Safety Policy and Hygiene standards and practices.

### SKILLS AND ABILITIES:
1. Good communication skills (verbal & written) to communicate effectively with farmers and stakeholders in enforcing meat inspection regulations.
2. Computer literate and ability to write reports.
3. Ability to make observations on animals and recognize diseases and exotic pests.
4. Ability to handle large animals and carcasses.
5. Ability to assess and evaluate condition of meat.
6. Ability to lead a team, make decision, work under pressure.

### SALARY: BAND F, 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 Friday 23rd August, 2019**. Late applications will not be considered.