ROLE DESCRIPTION: AGRICULTURAL TECHNICAL OFFICER – MANAGEMENT INFORMATION SYSTEM (CENTRAL) - CROP EXTENSION

CORPORATE INFORMATION
1. Position Level: Band F
2. Salary: $22,528.74 to $28,883.00
3. Duty Station: Extension, Nausori
4. Reporting Responsibilities:
   a. Reports to: Regional Manager - Central
   b. Liaises with: Senior Agricultural Officer Rewa, Senior Agricultural Officer Naitasiri, Senior Agricultural Officer Tailevu, Senior Agricultural Officer Serua/Namosi, Senior Agricultural Officer (Farm Management), Ministry Of Agriculture staff, Farmers and Stakeholders.
   c. Subordinates: Nil

POSITION PURPOSE
The position is responsible for compilation and submission of all reports for the Central Division.

KEY RESPONSIBILITIES
The position will achieve its purpose through the following key duties.

1. Responsible to Regional Manager Central Division in the provision of appropriate and Information and statistical analysis of the data from the 5 Province in consultation with respective Senior Agricultural Officer’s for the improvement of the agriculture sector at Provincial level.
2. Assist Regional Manager – Central to ensure effective and efficient implementation of all agricultural programmes in the Province by developing appropriate plan and monitoring system through co-ordination and facilitating with Provincial Senior Agricultural Officer’s and Agricultural Officer’s.
3. Responsible in the compilation of Divisional technical reports and submit to Principal Agriculture Officer;
4. Assist Regional Manager – Central and Senior Agricultural Officer (Farm Management) in monitoring of capital programs in the 5 Province /district in line with the annual monitoring of agricultural activities and reporting;
5. Check that statistical data on agricultural services in the relevant operational areas is updated and produced;

KEY PERFORMANCE INDICATORS
Performance will be measured through the following indicators:

1. All activities under the Central Division Crop Extension Business Plan are effectively implemented through co-ordination and facilitation with Provisional Senior Agricultural Officer’s.
2. Timely monitoring of capital programs in the Province in line with the annual monitoring of agricultural activities and reporting;
3. Timely compilation and submission of all required reports for Central Division using accurate formats;

PERSON SPECIFICATION
In addition to having a Diploma in Tropical Agriculture or equivalent and a valid group 2 driving license [manual] with a Defensive Driving Certificate; with Knowledge, Experience, Skills and abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE
1. At least 3-year experience in the relevant field
2. Working knowledge of agricultural services;
3. Sound knowledge of relevant rules, regulation and policies governing the required roles and area of operation;
4. Demonstrate basic knowledge across areas of agriculture compliance with basic understanding of agricultural management principles.
5. Good linguistic and reporting knowledge with strong analytical and data interpretation skills

SKILLS AND ABILITIES
1. Communicate effectively and expresses ideas clearly;
2. Ability to prepare and submit reports on agricultural services in a timely manner;
3. Ability to work extra hours when required ;
4. Demonstrate skills and ability in carrying out the assigned work effectively.
5. Ability to work under pressure and with minimum supervision and being a Team player
6. Computer literate and ability to interpret as well as comply with given instructions
PERSONAL CHARACTER AND ELIGIBILITY
Applicants for employment in the Ministry of Agriculture must be a Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Agriculture is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.