



MINISTRY OF AGRICULTURE

ROLE DESCRIPTION: SENIOR AGRICULTURE OFFICER (INFORMATION & COMMUNICATION)

CORPORATE INFORMATION

1. **Salary Band:** Band H
2. **Salary Range:** \$34,760.31 - \$44,564.50
3. **Duty Station:** Suva, travel to provinces and districts required
4. **Reporting Responsibilities:**
 - a) **Report to:** Principal Information Officer
 - b) **Liaises with:** Head of Division of the Ministry, Station Heads, other government Ministries & Department, Media organizations, Printing companies, Training Institutions, stakeholders of agriculture sector and farmers.
 - c) **Subordinates:** Information Officer, Assistant Information Officer, Information Assistant Technical Assistant, Clerical Officer, Driver

POSITION PURPOSE

The position is responsible to Principal Information Officer (Information & Communication) in providing administrative, technical and moral support for all Information & Communication activities.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Provide advice and support to the Principal Information Officer (Information & Communication) in the formulation of information strategies/policies to ensure timely and factual dissemination of agricultural information to the public through the mass media (print & electronic) in line with the budget allocation.
2. Assist Principal Information Officer (Information & Communication) in planning, coordinating and monitoring the Section's activities to ensure that activities deadlines are met and objectives are achieved.
3. Ensures timely production and dissemination of relevant and factually correct agricultural information through the mass media to Ministry stakeholders through coordination and vetting with the appropriate Ministry authorities
4. Assists in the daily running and operation of the Section through effective coordination, planning and monitoring with the Section staff
5. Coordinate the development and identification of staff training needs through consultation with staff and appropriate stakeholders
6. Assist in development of the Section's Corporate Plan, Annual Work Plan and Budget through effective coordination with the Section staff and appropriate stakeholders.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate advice and support of technical and administrative media/information activities to staffs and Senior Management
2. All activities of the information & Communication section plans and budgets are completed and delivered as planned.

PERSON SPECIFICATION

In addition to having a Degree in Agriculture or Journalism/Media/Information or equivalent with Knowledge, Experience, Skills and abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have management, communication, finance, administration, analytical and leadership skills.

2. Consistently good reports and proven ability to retain a motivated workforce through training and development of staff
3. Maintaining a good rapport with the news media to ensure the timely dissemination of information to the target audience
4. At least 3years experience in press, radio, photojournalism and some background in agriculture is desirable.

Skills and Abilities

1. Ability to compile information and write Press Releases
2. Have skills on general agriculture
3. Edit News releases & Technical Publications
4. Ability to analyse data and write reports

Personal Character and Eligibility

Applicants for employment within the Fiji Civil Service must be 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 prior as a condition of employment.

The Ministry 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.