



## MINISTRY OF AGRICULTURE

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**ROLE DESCRIPTION:** Agricultural Assistant (AH&P - Dawasamu)

### CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Dawasamu.
4. Reporting Responsibilities:
  - a) **Reports to:** Agricultural Technical Officer (Tailevu)
  - b) **Liaises with:** AO's, ATO's, AA's, Farmers and Stakeholders
  - c) **Subordinates:** Nil

### POSITION PURPOSE

The position is responsible to the Senior Agricultural Officer (AH&P Central/Eastern) through the ATO (Tailevu) for the provision of livestock extension services in the Tikina of Dawasamu and Namena.

### KEY RESPONSIBILITIES

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

1. Provide extension services through effective extension methods such as farm advisory, visits, field days, shows and meetings.
2. Maintain liaison with livestock stakeholders.
3. Implement all livestock activities in compliance with livestock policies.
4. Prepare and implement project proposals for sustainable livestock development.
5. Provide veterinary services through veterinary clinical cases and drug sales
6. Maintain veterinary drug stock by ordering, recording and reporting drug returns
7. Maintain cleanliness of working environment at all times
8. Provide regulatory services through animal licensing, dog control and surveillance
9. Prepare weekly, monthly, quarterly and annual reports and submission to the supervising officer.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities within the Business plan completed and delivered as planned;
2. All work activities is coordinated and in accordance with the relevant Act and procedures;
3. Communication is maintained with stakeholders to ensure a coordinated approach to the livestock health and production administration and operations.

### PERSON SPECIFICATION

A Diploma in Tropical Agriculture or equivalent from a recognized institution with the following knowledge, experience, skills and abilities will be needed to successfully carry out the responsibilities.

### Knowledge and Experience

1. General knowledge and understanding of animal health, production and management
2. General knowledge of livestock nutrition and husbandry practices.
3. General knowledge on Acts and policies relevant to livestock sector
4. Experience in livestock extension work with industrial knowledge.
5. Understanding of teams and how to work within a high performing team
6. General knowledge and understanding of existing culture and customs

**Skills and Abilities**

1. Good communication skills (verbal & written)
2. Self-starter, can work under minimum supervision
3. Ability to handle small and large animals
4. Computer literate
5. Ability to drive

**Personal Character and Eligibility**

Applicants to be Fijian citizen, under age of 55, have a clear police record and in sound health. 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 specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.