



MINISTRY OF AGRICULTURE

ROLE DESCRIPTION: AGRICULTURAL ASSISTANT -PIG RESEARCH

CORPORATE INFORMATION

1. **Position Level:** Band E
2. **Salary Range:** S\$19,041.75-\$24,412.50
3. **Duty Station:** Koronivia Research Station
4. **Reporting Responsibilities:**
 - a) **Reports to:** Agricultural Technical Officer-Pig Research
 - b) **Liaises with:** Principal Research Officer, Senior Research Officers, Senior Veterinary officers, Senior Agricultural Officers,
 - c) **Subordinates:** Project Agricultural Assistant, Stockman and Labor

POSITION PURPOSE

The position implements and conducts Pig Research trials to establish an effective and efficient swine production and management system in Fiji.

KEY RESPONSIBILITIES

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

1. Execution of capital programmes and monitoring of all the targeted activities.
2. Contribute in designing, implementing and monitoring of approved pig research trial
3. Monitoring of feed research trial, collect and organize data and report to the supervisor for validation.
4. Prepare reports and other information deemed necessary
5. Display and promote good working relations with local and international research organizations/academic institutions and other government sectors and Non-Governmental organizations.
6. Ensure 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 where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion and submission of all reports [Accurate and precise]
2. All administration, management and evaluations are implemented, monitored and reviewed as per approved action plans and programmes
3. Provide clients with quality breeding stock
4. Effective and efficient breeding and management practices

PERSON SPECIFICATION

A Diploma in Tropical Agricultural Science or equivalent. The following knowledge, experience, skills and abilities are also required to successfully carry out this role



Knowledge and Experience

1. At least 3 years of experience in agricultural livestock industry
2. Must have understanding and practical experience of executing research proposals, 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 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 the Fijian Constitution 2013 and applicable laws of Fiji
7. Knowledge of Fijian Culture and customs
8. Must have a valid driving license

Skills and Abilities

1. Demonstrate ability in evaluating pig production problems, nutritional development strategies and implementing research trials
2. Demonstrate ability and skills to organize handle and report research data to supervisors
3. Ensure effective dissemination of livestock development technologies to clients through field days and training courses
4. Capacity to utilize computer programs and advanced internet research technique
5. Possess good staff coaching and monitoring skills

Personal Character and Eligibility

Applicants seeking employment at the Ministry of Agriculture must be Fijian Citizen, under the age of 55, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate, with a 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.