



MINISTRY OF AGRICULTURE

ROLE DESCRIPTION: SENIOR INFORMATION ASSISTANT (RADIO – HINDI)

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$12,081.69 - \$15,489.35
3. Duty Station: Information Section, Robinson Complex, Raiwaqa.
4. Reporting Responsibilities:
 - a) **Reports to:** Information Officer (Radio/TV)
 - b) **Liaises with:** Heads of Departments of the Ministry, Station Heads, other Government Ministries & Departments, media Organisations, stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

The position is responsible for the provision of technical support in the compilation, production, broadcasting and storage of Hindi Radio programmes.

KEY RESPONSIBILITIES

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

1. Plan, compile, produce and store Hindi radio programmes and interviews ensuring that the Unit's activities deadlines are met and targets are achieved;
2. Promote the Ministry's action plan through the Hindi rural radio programme to ensure that the Ministry portrays a positive public image;
3. Identify technical and administrative constraints and refer them to Information Officer (Radio/TV).
4. Assist in the implementation and monitoring of the Unit's activities and operation of the Ministry Sound system.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficiently translate news, publications and correspondence into Hindi is to agreed standards.
2. Effectively provide technical support in the compilation, production, broadcast and storage of Hindi Radio programmes
3. Effectively conduct Radio and Television interviews through collaboration and liaison with heads of Division, staffs and stakeholders.

PERSON SPECIFICATION

A Diploma in Agriculture (or equivalent) and Journalism qualification from a recognized institution will be an added advantage. The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Practical working experience in the production and presentation of radio programmes;
2. Knowledge of developments in Information technology;
3. Knowledge of the Fijian Agricultural sector; and
4. Understanding of the Fijian Constitution 2013.

Skills and Abilities

1. Excellent language skills with the capacity to write and speak fluently in Hindi and the ability to conduct interviews in English and vernacular;
2. Excellent communication and interpersonal skills to maintain a good rapport with farmers and stakeholders;
3. Demonstrated ability to assist in production and presentation of Radio programmes in vernacular;
4. Demonstrated ability to translate technical information;
5. Demonstrated ability as a good photographer; and
6. Ability to utilise computer programs to support the operations of the unit.

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 specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.