

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development.		
2. Position Title: Senior Agricultural Officer	3. Salary Level: L9-7	4. Division: Agriculture and Livestock Division
5. Reports To: Director of Agriculture	6. Direct Reports: Principal Agricultural Officer	
7. Primary Objective of the Position: Ensure that all activities in the area of agriculture and livestock such as livestock production, animal health, crop production and research, biosecurity and crop protection are executed on a timely manner to deliver quality service for the people of Kiribati		

8. Position Overview		
9. Financial: per annum plus \$1500 leave grant including other benefits approved under the NCS	10 Legal: Biosecurity Act 2011	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Principal Agricultural Officer • Agricultural Officers • Assistant Agricultural Officers • Agricultural Assistants • Admin MELAD officials To be referred to Manager:	12. External Stakeholders: <ul style="list-style-type: none"> • Farmers • Community members interested in agricultural activities • NGOs • Partner Ministries of ALD To be referred to Manager:	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major	Major Activities/Duties	Performance Measures/Outcomes

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Responsibilities		
Improve staff performance	<ul style="list-style-type: none"> Ensure that subordinate staff perform and fulfil their duties accordingly Monitor, assess and analyze performance of subordinate staff according to their individual PDs 	<ul style="list-style-type: none"> Submission of staff performance analysis (SPA) reports on subordinate staff performance and attendance on a timely basis PDs for all subordinate staff readily available and well understood
Prepare an action/work plan for the section on all activities to be executed	<ul style="list-style-type: none"> Work closely with sub-ordinate staff and section members to develop section strategic and annual work plans Ensure that reports of activities executed under each section are available on a timely manner and as required 	Submission of strategic and work plans, annual section reports at the beginning of every year, on a quarterly basis and at the beginning of the following year respectively
Ensure that all activities allocated to the section are executed accordingly on a timely basis	<ul style="list-style-type: none"> Ensure that SAO and section members are on the right track of activities implementation according to section work plan Provide advice on and guidance towards achievement of key section outputs 	Submission of compiled activities reports for sections on a quarterly basis
	<ul style="list-style-type: none"> Develop and submit project documents in order to secure funding for activities identified in sections work plan that contribute to achievement of key output areas 	Number of agriculture related projects secured annually

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> This is a senior position within ALD which requires someone to commit, work hard, and have other good qualities to manage activities and staff of the section Must be willing to work outside normal working hours to be able to complete his/her activities and meet the due 	<p>11.1 PQR (Position Qualification Requirement): Graduate in any agricultural science related field (health and animal science)</p> <p>Experience:</p> <p>Job Training: Should have attended on the job trainings in any of the following fields; livestock production, animal health, crop production,</p>

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dates with no overtime benefits	crop protection and biosecurity
	Prerequisite: 11.2 Key Attributes (Personal Qualities): <ul style="list-style-type: none">• Be attentive and on alert to emerging agriculture related issues• Be able to provide immediate advice on agriculture related matters upon request

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