

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands, & Agricultural Development		
2. Position Title: Agricultural Assistant	3. Salary Level: L16-14	4. Division: Agricultural and Live-stock Division (ALD)
5. Reports To: Senior Agricultural Officer-ALD	6. Direct Reports: Director- ALD	
7. Primary Objective of the Position: To deliver the services of Agriculture in the five thematic areas: (i) Crop production, (ii) Crop Research, (iii) Livestock Production, (iv) Plant and Animal Quarantine, and (v) Extension Services.		

8. Position Overview	
9. Financial: nil	10 Legal: Biosecurity Act and any other Agricultural related Acts
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director • Deputy Director • Principal Agricultural Officers • Senior Agricultural Officers • Agricultural Officers • Assistant Agricultural Officers • Nurserymen • Stockmen <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Progressive reporting requirements • Leave plan • Personal conflicts • Weekly updates 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Mayors • Island Clerks • Island Councils • Government employees stationed in outer islands and on Tarawa • Schools • NGOs • Local Communities • General Public <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Complaints in regard to inaccurate and misleading information delivered. • Any issues associated with the effective delivery of the agricultural related programs. • Unclear advices and poor customer service

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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- Any other matters that she/he cannot deal with.

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>-Community is satisfied by outcome of services delivered to assist them in securing their foods</p> <p>-improvement of agricultural activities and programmes to public</p> <p>- mainstreaming of agricultural protection into projects</p> <p>-strengthened capacity of ALD in promoting agriculture</p>	<p>Provide technical assistance on agricultural activities.</p> <p>- Assist the AO in the daily operations and management of the section</p> <p>-Provide assistance and support to AO in the designing and execution of activities in line with MOP and KDP.</p> <p>-Provide information and guideline on a day to day work to the Nurseryman.</p> <p>-Assist regional counterpart officials when making their mission in the country.</p> <p>-Provide sound management decisions that are cost effective when encountering challenges.</p>	<p>Submission of updates on agricultural tasks assigned to him/her to immediate supervisor on a weekly basis.</p> <p>-Timely contributions towards ALD's quarterly and annual reports</p> <p>- Punctuality log in (at 8.00 a.m. & 4:15 p.m.)</p> <p>- Timely and prompt responses to any complains and enquiries from Public</p> <p>-Supervise and team leader for team comprises of Nurseryman and Stockman under direction of AO.</p> <p>-Leadership and managerial skills.</p> <p>-Out-puts and contributions to the workforce.</p>

10. Key Challenges

- Act as AO as directed by the Director of Agriculture in the absence of AO.
- Provide sound and conclusive information to the public regarding the activities and the objectives of the section as directed by the superiors

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):
Qualifications and experience
Form 6 Certificate from any recognized Institution

Relevant Field: Certificate in Tropical Agriculture from any recognized Institution inside and outside Kiribati

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-Provide clear and directive information on the success and as well as the down fall of the section as directed demanded by the superiors.
-To remain impartial on all agricultural problems/issues
-To provide technical advices and practical solutions to any issue queried by the public
-Evaluate the root causes of agricultural problems/issues found in Kiribati, and to provide advice and practical solutions to address these challenges
-Have patience to engage extensively in dialoguing with all sectors of society to enhance ALD programmes.
-Represent the Division on regional/international conference and workshops related to the development of the Research section.
-Represent the section in national meetings/workshops related to the activities and objectives of the section as directed by the superiors

11.2 Key Attributes (Personal Qualities):

Should possessed good management skills and leadership experiences in facilitating and coordinating activities.

Should familiarized and computer literate work on data entry and presentations.

Assertive and respectful to Superiors without any difficulty in implementing orders during and outside working hours.

May require travel within Kiribati and outside Kiribati and demands working after hours intensively, including weekends and public holidays hence always under pressure most times.

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