

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development.	
2. Position Title: Principal Agricultural Officer	3. Salary Level: 6
4. Division: Agriculture and Livestock Division	
5. Reports To: Deputy Director	6. Direct Reports: (Write No. & Position Title): Director
7. Primary Objective of the Position: Develop research programs for Crop Research Development (CRD) Section and Livestock Feed trials and breeding programs	
8. Position Overview	
9. Financial: AUD\$17,407 with a leave grant of AUD\$1,500 including other benefits approved under the NCS	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Principal Agricultural Officer • Senior Agricultural Officers for CRD and Livestock Sections • Agricultural Officers • Assistant Agricultural Officers • Agricultural Assistants <p>To be referred to Deputy Director:</p> <ul style="list-style-type: none"> • Initiatives to improve CRD and Livestock Division's output performance • Progressive reports for CRD and Livestock • Solve conflicts of subordinates 	10. Legal: None 12. External Stakeholders: <ul style="list-style-type: none"> • Farmers • Community members interested in agricultural activities • NGOs • Partner Ministries of ALD, e.g. MHMS, MIA, MFMRD, MCIC • Regional/ International bodies currently involved in agriculture like SPC, FAO, CTA, etc <p>To be referred to Director:</p> <ul style="list-style-type: none"> • Information and or innovations of farmers/partners as to improve agricultural outputs • Initiatives for fund raising for national agricultural programs
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: Assist Director & Deputy Director to develop strategy plans to achieve targets set for R & D and Livestock. ▪ MOP Outcome: Develop research trials for CRD and Livestock as to achieve targets set in the MOP ▪ Divisional/Departmental/Unit Plan: (i) Compile reports of CRD & Livestock; (ii) Coordinate budget formulation and spending of CRD & Livestock sections respectively. 	
Key Result Area/Major Responsibilities	Major Activities/Duties
	Performance Measures/Outcomes

This is 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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<p>Expected outputs of CRD and Livestock research and development programs stated in the MOP in line with KDP are achieved on timely manner</p>	<p>Assists Deputy Director in:</p> <ul style="list-style-type: none"> ensuring that CRD and Livestock Sections' research programs are properly managed and administered ensuring that management for CRD and Livestock sections maintain strong link with the Ministry's/ALD's administrative directives preparing annual budget for CRD and Livestock Sections compiling CRD and Livestock progressive reports represent Director-ALD in all national and international meetings when designated accordingly 	<ul style="list-style-type: none"> Submission of CRD and Livestock progressive reports and budget on a timely basis Ensure submission of national and overseas official trip reports by subordinates on a timely manner and as and when required Safeguard the interest of research programs that they gear and are designed to the need of Kiribati agriculture
<p>Staff performance is up to the required standard as stipulated in the National Condition of Service</p>	<ul style="list-style-type: none"> Directly deal with staff matters on the advice of the Director/Deputy Director (attendance, disciplinary actions, renewal/termination of contracts, etc.). Supervise and manage support staff Control and manage all assets belonging to the Division 	<ul style="list-style-type: none"> Decline in the number of disciplinary actions made against staff Decline in the number of absentees from work without proper reasons Updated and proper record of Division assets
<p>Significant improvement in developing new and simple farming methods and cultivation for better crops and livestock growth</p>	<p>New methods are disseminated to farmers and rate of adoption is medium to high</p>	<ul style="list-style-type: none"> Agricultural production is increased as a result of new methods discovered

<p>10. Key Challenges</p> <ul style="list-style-type: none"> Leadership skill to be able to lead in the absence of Director or Deputy Director Conflicts of subordinates Budget planning and monitoring 	<p>11. Selection Criteria</p>
<p>11.1 PQR (Position Qualification Requirement): Education: MSc. in any agricultural related field Experience: Should have been in a management position within the Agriculture & Livestock Division for at least 5 years</p>	

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<ul style="list-style-type: none">• Training subordinates research design and implementation	<p>Job Training: Organizational and staff management</p> <p>Prerequisite: Should have good management and leadership skills</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Be able to work willingly outside normal working hours and under pressure• Be able to coordinate staff within the Division as well as stakeholders from outside the Division• Be able to work in a team
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