

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Agricultural Officer	<b>3. Salary Level:</b> L11-10	<b>4. Division:</b> Agriculture and Livestock Division
<b>5. Reports To:</b> Senior Agricultural Officer	<b>6. Direct Reports:</b> Director of Agriculture	
<p><b>7. Primary Objective of the Position:</b> Assist SAO in overall supervision and management of agricultural development on outer islands, training programmes and information system and also to provide technical assistance and advise to the public on issues and related matters to Agriculture including crop management, livestock management, crop and livestock protection from pests and diseases, and promote replanting of local food crops including te kaina, te bero, te babai, te mai and others (banana, pumpkin, pawpaw, and exotic root crops and vegetables) and also to deliver and manage programmes and projects implemented by ALD.</p>		

<b>8. Position Overview</b>	
<b>9. Financial:</b> \$9.308 per annum	<b>10. Legal:</b> Plant and Animal Ordinance, Biosecurity Act (2011)
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Principal Agriculture Officer</li> <li>• Senior Agricultural Officers</li> <li>• Agricultural Officers</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Leave plan</li> <li>• Personal conflicts</li> <li>• Weekly updates</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• MHMS</li> <li>• MCIC</li> <li>• Farmers</li> <li>• Communities</li> <li>• General public</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Complaints in regard with agriculture and livestock related issues</li> <li>• Any issues associated with agriculture</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> </ul>	

*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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<ul style="list-style-type: none"> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p><b>Health, food and income security is sustained,</b></p>	<p><b>Agriculture programmes and activities are delivered to the public and well monitored (update report in place)</b></p> <p><b>Should provide sound and cost effective interventions to the public on all agriculture related matters.</b></p> <p><b>Should provide sound and cost effective interventions to the public on all agriculture related matters</b></p> <p><b>Provide sound and good management to the support staff when the Head of Section and supervisor are not in office</b></p> <p><b>Create a working environment that promote respect and maintain the standard of ALD to the public</b></p> <p><b>Technical assistance to the public on issues and related matters to Agriculture are provided</b></p> <p><b>Support and promote to the public on all related matters and issues with agriculture</b></p> <p><b>Provide assistance and support after working hours and during public holidays when required by the Administration</b></p> <p><b>Provide assistance and support to the Head of Section and always willing to carry out extra responsibilities when required by the Head of Section or the Director.</b></p>	<p>The public involved and work closely with AO in implementing programmes and activities</p> <p>The update and quality monthly report with relevant information received</p> <p>The concern and issues with the public are addressed</p> <p>The public are aware of the role and daily function of Agricultural Assistant Officer</p> <p>Public and Administration staff needs are addressed</p> <p>Support to the HOS from support staff always provided in friendly environment</p>

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	<p><b>Able to carry out staff assessment and willing to take on responsibility as a manager or team leader for the respective section</b></p> <p><b>Execute outer island projects in collaboration with concerned research officer</b></p> <p><b>Identify training needs and coordinate outer island workshops</b></p> <p><b>Manage agricultural library and collect agricultural information data and compile</b></p> <p><b>Deal with outer islands requirement</b></p> <p><b>Ensure that AAO or AA stationed on their outer islands maintained their inventory log book</b></p> <p><b>Keep record of equipment/tool sent to respective islands in tool log book</b></p>	<p>Monthly reports are submitted on time to ALD superiors</p>
Customer service	<ul style="list-style-type: none"> <li>• To ensure that communities and public interest in agriculture activities are supported and sustained</li> </ul>	

10. Key Challenges	11. Selection Criteria
<p style="text-align: center;"><b>KEY CHALLENGES.</b></p> <ul style="list-style-type: none"> <li>• Support from the island council and the public to the AA is critical</li> <li>• Availability of planting materials and DW to implement the activities is crucial</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Agriculture or any Agricultural related field such as Biology, Chemistry Agribusiness and Marketing/Environment science.</p> <p><b>Experience:</b> Nil</p> <p><b>Job Training:</b> Nil</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• Reliable</li><li>• Punctual</li><li>• Enthusiastic</li><li>• Good customer service</li><li>• Be supportive to any agriculture related programs and activities</li><li>• May require travel within Kiribati and demands working after hours intensively</li></ul>
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