

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Nurseryman	3. Salary Level: L19-18	4. Division: Agriculture and Livestock Division
5. Reports To: Agricultural Assistant	6. Direct Reports: Director of Agriculture	
7. Primary Objective of the Position: Propagation and rearing of planting materials		

8. Position Overview	
9. Financial: \$4,732 per annum	10. Legal: Plant and Animal Ordinance, Biosecurity Act (2011)
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Principal Agriculture Officer • Senior Agricultural Officers • Agricultural Officers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Advices on waste management information • Progressive reporting requirements • Leave plan • Personal conflicts • Weekly updates 	12. External Stakeholders: <ul style="list-style-type: none"> • MHMS • MCIC • Farmers • Communities • General public <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Complaints in regard with • Any issues associated with

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Native plants remain exist and encourage foreign crops and vegetables to increase food source in Kiribati	<ul style="list-style-type: none"> • Maintain the nursery (weeding, fence making, cleaning) • Daily watering of seedling as well as established trees in the nursery • Assist the Agricultural Assistant in compost making (collecting compost materials and preparation) 	Number of root crop vegetables and fruit trees
Crop and Research Unit matters are executed within the timeframe	<ul style="list-style-type: none"> • Provide assistance the Agricultural Assistant in mass production of planting materials to meet the demand from the public (seed collection and sowing, marcotting and root cutting of breadfruit, banana suckers) • Provide assistance the Agricultural Assistant in maintaining and sustaining agricultural projects on the islands • Provide assistance and support to the Agricultural Assistant in extension programmes conducted to relevant stakeholders (training programmes to communities, schools, church groups) 	Submission of updates on agricultural activities assigned always submitted on time
Works performed in respective to the work-plan	<ul style="list-style-type: none"> • To relieve the Agricultural Assistant during his/her absence period and will be in charge of all agriculture programmes under the direction of the Head Quarter. 	Outputs produced on a timely manner

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10. Key Challenges	11. Selection Criteria
<p style="text-align: center;">KEY CHALLENGES.</p> <ul style="list-style-type: none">• Act as an Agricultural Assistant (AA) as directed by the Director of ALD in the Absence of the AA	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 or Class 9</p> <p>Experience: any working experience at the agricultural sector</p> <p>Job Training: Nurseryman refresher course</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Reliable• Punctual• Good customer service• Be supportive to any agriculture related programs and activities• May require travel within Kiribati and demands working after hours intensively

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