

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

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development.		
<b>2. Position Title:</b> Senior Agricultural Officer	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Agriculture and Livestock Division
<b>5. Reports To:</b> Director of Agriculture	<b>6. Direct Reports:</b> Principal Agricultural Officer	
<b>7. Primary Objective of the Position:</b> 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		

<b>8. Position Overview</b>		
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"> <li>• Director</li> <li>• Deputy Director</li> <li>• Principal Agricultural Officer</li> <li>• Agricultural Officers</li> <li>• Assistant Agricultural Officers</li> <li>• Agricultural Assistants</li> <li>• Admin MELAD officials</li> </ul> To be referred to Manager:	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Farmers</li> <li>• Community members interested in agricultural activities</li> <li>• NGOs</li> <li>• Partner Ministries of ALD</li> </ul> To be referred to Manager:	
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
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"> <li>Ensure that subordinate staff perform and fulfil their duties accordingly</li> <li>Monitor, assess and analyze performance of subordinate staff according to their individual PDs</li> </ul>	<ul style="list-style-type: none"> <li>Submission of staff performance analysis (SPA) reports on subordinate staff performance and attendance on a timely basis</li> <li>PDs for all subordinate staff readily available and well understood</li> </ul>
Prepare an action/work plan for the section on all activities to be executed	<ul style="list-style-type: none"> <li>Work closely with sub-ordinate staff and section members to develop section strategic and annual work plans</li> <li>Ensure that reports of activities executed under each section are available on a timely manner and as required</li> </ul>	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"> <li>Ensure that SAO and section members are on the right track of activities implementation according to section work plan</li> <li>Provide advice on and guidance towards achievement of key section outputs</li> </ul>	Submission of compiled activities reports for sections on a quarterly basis
	<ul style="list-style-type: none"> <li>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</li> </ul>	Number of agriculture related projects secured annually

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>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</li> <li>Must be willing to work outside normal working hours to be able to complete his/her activities and meet the due</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> Graduate in any agricultural science related field (health and animal science) <b>Experience:</b> 3 years work experience in agricultural field</p> <p><b>Job Training:</b> 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
	<b>Prerequisite:</b>  <b>11.2 Key Attributes (Personal Qualities):</b> <ul style="list-style-type: none"><li>• Be attentive and on alert to emerging agriculture related issues</li><li>• Be able to provide immediate advice on agriculture related matters upon request</li></ul>

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