



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Agriculture & Livestock

DIVISION/SECTION: Department of Extension & Training

DUTY STATION: Temotu Province

POSITION NUMBER (HRMIS): 270-00141 **MINISTRY VACANCY REF:**

POSITION TITLE: Field Assistant 1 [Temotu Province]

POSITION LEVEL: L 4/5

SALARY RANGE: 25,305.21/ 29875.45

THIS POSITION REPORTS TO: Assistant Field Officer and

THIS POSITION SUPERVISES:

1. FA 2

SECTION B - SCOPE OF DUTIES

The Ministry of *Agriculture & Livestock* is mandated to promote, improve and lead agriculture development in Solomon Islands to a profitable and environmentally sustainable future by being the premier provider of information, research, extension, education, regulatory, and other services to improve the agriculture sector.

The Department of *Extension* supports the Ministry of *Agriculture & Livestock* to do this by;

The extension service has three major roles;

- a. *The transfer of readily usable technologies*
- b. *To simplify technologies which cannot be transferred in the form produced by the research institutions*
- c. *To identify and transfer farmers/livestock keepers' problems to research institutions.*

Agriculture Extension other functions also include:

- *Provision of agriculture extension and advisory services*
- *Facilitate the operations of the agriculture training centre's in collaboration with provincial authorities*
- *Facilitate community-based trainings in the provinces with NGO's, RTC's, CBO's etc.*
- *Facilitation, development and implementation Agriculture development programmes (Coconut and Cocoa Rehabilitation Programme, Kava and High Valued crops and spices etc.)*
- *Out sourcing service providers as alternative approach*
- *Facilitate in-service and pre-service training programmes (local and overseas) in collaboration with Chief Training Officer*
- *Promotion of PRA in the development of extension programmes*

This position will contribute to the corporate functions and objectives of this Ministry by Promoting agricultural and horticultural development within the respective region assigned to her/him and to organise work programs aiming at providing quality and effective service delivery to the rural farmers.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

A. Encourage and sustain interest in Agricultural Development within a Region of the Province in accordance with the Provincial Programmes.

(a) Liaise and guide agricultural development in the region to individual, community and joint-venture projects agreed by farmers.

(b) Speak at meetings/chair meetings in the region on agricultural development.

(c) Advise church, community and village groups about materials and funds available for agricultural development in the region.

B. Check completed application forms sent by Field Assistant for loans, project appraisals and others for corrections before submitting to Field Officer.

C. Work out Monthly Work Programmes with Field Assistants in the regions.

D. Liaise with Field Officer for house, shed and equipment repairs as required in the region of responsibility.

E. Responsible for drawing and appraising of individual Agricultural projects only in area of responsibility.

F. Assist in field work where Field Assistants are not available.

G. Assist in training field staffs and farmers in crops and livestock at various venues in selected.

H. Liaise and coordinate with NGOs bodies on matters related to agricultural development.

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J. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. *Annual work plans implemented according to plan within the region.*
2. *Submission of monthly reports.*
3. *Monitoring and Evaluation of projects within region are done.*
4. *Training of staff and farmers are carried out in the region.*
5. *100% attendance (unless on authorised leave) and compliance with Code of Conduct*

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

1. *Field Assistant Officer has successfully completed a course of study at the Solomon Islands National University (SINU) or any Regional University leading to a /Diploma in Agriculture Science and Extension Technology.*
2. *Graduated with a Certificate/Diploma in Tropical Agriculture from SINU or any Regional University.*

Desirable Qualifications

- *Has a certificate in agriculture and at least 2 years' experience.*

Capabilities Required

- *Demonstrated knowledge base and skills required for the post.*
- *Ability to work with communities and other stakeholders of the sector.*
- *Professional approach to agriculture development based on the needs of the rural farming communities he / she serves.*
- *Has maintained consistent progress reports annually.*
- *Has proved him/herself to be capable on merit.*
- *Is in good health both physically and mentally.*

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. *Has a Certificate in Agriculture from recognized institution and has 2 years' work experience.*
- KSC2. *Has a Diploma in Agriculture from recognized institution?*
- KSC3. *Has received training in supervision and management.*
- KSC4. *Has proved him/her to be capable on merit.*
- KSC5. *In good health both physically and mentally.*
- KSC6. *Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance*

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$973.28 Annual Salary: 25,305.21/29875.45

Annual Leave entitlement: 21 days and plus 2 days training

Other Conditions of Service relevant to this position:

- A Housing allowance: \$201.47/FN
- B Rental Eligibility: \$2,100.00/Month

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: