



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Agriculture & Livestock

DIVISION/SECTION: Department of Extension & Training

DUTY STATION: Lata (Temotu)

POSITION NUMBER (HRMIS): 270-00072

MINISTRY VACANCY REF:

POSITION TITLE: Field Officer [Temotu]

POSITION LEVEL: L 6/7

SALARY RANGE: 38,790.67 / 46,438.05

THIS POSITION REPORTS TO: Senior Field Officer (Temotu Province)

THIS POSITION SUPERVISES:

1. Assistant Field Officer
2. Field Assistant I
3. Field Assistant II

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 centres 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 (Commercial Development and Export Crop Program (Coconut and Cocoa Rehabilitation Programme, Noni Development Programme, Kava Development Programme, Noni Development and other high valued crops,)*
- *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) Advice church, community and village groups about materials and funds available for agricultural development in the region.

B. Give technical advice in the Region on both crop and animal husbandry.

a) Advice farmers and staff on large commercial community projects that they want to develop.

b) Assist in solving problems related to agriculture in community projects.

c) Prepare plans for development of community projects.

d) Assist in completing donor assistance Applications and grants as may be required by the communities in the region.

e) Teach and demonstrate more advance agricultural practices / techniques at Farmer Training Centres for staff and farmers.

f) Arrange demonstrations of practical farming through demonstrations and observation plots.

C. Responsible for Financial Transactions for the region.

(a) Prepare Annual Work Programmes and Budgets for the Region's requirements.

(b) Responsible for collection of Special Imprest for field activities.

D. Organise monthly work programs in respect of his / her area of responsibility for effective implementation of agriculture activities.

E. Provide monitoring and evaluation on projects funded by SIG and other Organizations, in collaboration with other development partners.

F. Write and sent 6-monthly and annual report on work achievements failures and constraints on work in the region to Chief Field Officer at Provincial Head Quarters thru immediate supervisors.

G. Work in partnership with NGOs within regions.

H. Coordinate Regional Agricultural Development Projects.

(a) Organise materials required for Demonstration.

(b) Organise Demonstrations for field staff and farmers

I. Responsible to regional staff on job-training, staff assessment and staff reporting.

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 ward.*
2. *Submission of six monthly and annual reports.*
3. *Monitoring and Evaluation of projects within ward is done.*
4. *Training of staff and farmers are carried out in the ward.*
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

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

Desirable Qualifications

- *Has a Diploma in Agriculture and had at least 5 years' experience in the field of agriculture at the AFO Level.*
- *Has a Degree in Agriculture and had at least 2 years' experience in the field of agriculture at AFO Level.*

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 received training in Management supervision.*
- *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 Diploma in Agriculture from recognized institution and has 5 years' work experience
- KSC2. Has a Degree in Agriculture from recognized institution and has 2 years' work experience
- 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: \$1,491.95 Annual Salary: 38,790.67/46,438.05

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- A Housing allowance: \$223.79/FN
- B Rental Eligibility: \$2,500.00/FN

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:

.....
Permanent Secretary/Responsible Officer

.....
Date Approved

Additional Comments: