



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

POSITION NUMBER (HRMIS): 270-00182

MINISTRY VACANCY REF:

POSITION TITLE: Principal Field Officer [Temotu Province]

POSITION LEVEL: L 8/9

SALARY RANGE: 52,574.13/ 58,052.35

THIS POSITION REPORTS TO: Chief Field Officer (Malaita)

THIS POSITION SUPERVISES:

1. FA (Reef Island, Santa Cruz)
2. AFO (Reef Islands, Utupua, Nangu)
3. FO (Reef Islands, Utupua, Nangu)
4. SFO (Reef Islands, Santa Cruz-Lata)

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 (National Rural Rice Development Programme, National Oil Palm Development Programme, Coconut and Cocoa Rehabilitation Programme, etc)
- Collaboration with donor funded projects
- Out sourcing service providers as alternative approach
- Facilitate in-service and pre-service training programmes (local and overseas) in collaboration with RDP

- *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. Liaise with the Chief Field Officer [Temotu Province] coordinate and evaluate all agriculture activities in the field in collaboration with Senior Field Officers.*
- B. Manage and administer the Provincial Agricultural Division Office in the absence of the Chief Field Officer.*
- C. Plan, promote and advice on agricultural developments within the province as may be directed by the Chief Field Officer or through the office of the Provincial Secretary..*
- D. Coordinate and draw up tour schedules for Head Quarter staff, i.e. Livestock Officers, Research Officers, Land Use Planning and Management.*
- E. Coordinate and formulate Annual Extension Work Programme in consultation with field staff to be ready for submission to Chief Field Officer by 31st October each year.*
- F. Coordinate all staff reports and assessment before submitting to the Chief Field Officer.*
- G. Receive requests for materials, tools and equipment's from the Agriculture Field Staff and coordinate ordering through MAL Requisition Officer.*
- H. Responsible for dispatching of all field staff stores and other requirements to their various posts through the Senior Field Officers of the regions.*
- I. Coordinate transport and accommodation for staff and farmers coming in for courses, meetings and conferences both internal and external and staff on transit to new postings and proceeding on annual leave.*
- J. Coordinate Provincial Agricultural Development Projects.*
 - (a) Organise materials required for Demonstration.*
 - (b) Organise Demonstrations for field staff and farmers*
- K. Assist Senior Field Officers within the 4 Regions for project appraisal and documentations to aid donors.*
- L. Act in the absence of the Chief Field Officer*
 - (a) Attend Divisional Head Meetings*
 - (b) Attend Seminars, workshops as may be required.*
 - (c) Answerable to Provincial Secretary on matters related to the divisions required by the Executive.*
- M. 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 Provincial work plans..*
2. *Submission of Provincial six monthly and annual reports.*
3. *Monitoring and Evaluation of projects within the province.*
4. *Submission of annual budget bids and work plans*
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 Principal Field Officer has successfully completed a course of study at the Solomon Islands National University (SINU) or any Regional University leading to a Degree in Agriculture Science and Extension Technology.*
2. *Graduated with a Diploma in Tropical Agriculture from SINU or any Regional University.*

Desirable Qualifications

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

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: \$2,022.00 Annual Salary: **52,574.13/ 58,052.35**

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- A Housing allowance : \$223.28/FN
- B Rental Eligibility : \$3,100.00/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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: