

# MINISTRY OF EDUCATION, HERITAGE AND ARTS

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## ROLE DESCRIPTION: FIELDMAN

### CORPORATE INFORMATION

1. Band: Band B
2. Rate: \$4.60 - \$5.90 per hour
3. Duty Station: TBC
4. Reporting Responsibilities:
  - a. Reports To: Head of School
  - b. Supervisors : CO/Bursar, Other Staff
  - c. Subordinates: N/A

### POSITION PURPOSE

The purpose of this position is to carry out and assists the daily operations in the farm, including provision of extension and advisory services to the farmers.

### KEY DUTIES

The position will achieve its purpose through the following key responsibilities:

1. Monitor all farm operations.
2. Assist in the provision of extension and advisory services to farmers, which includes monitoring of farms, pond construction supervision, site surveys, sampling, training and awareness and harvesting/marketing.
3. Maintain proper upkeep of assets issued and ensure its safe custody.
4. Assist in the Farm development, Station upkeep and maintenance.
5. Contribute to the organization through provision of quality customer services, participating in initiatives to promote team work and employee health, safety and wellbeing and participation in selection panel.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assigned activities and Individual Work Plan is completed.
2. Compliance with applicable legislation, policies and procedures and service standards.

### PERSON SPECIFICATION

In addition to a Form 6 level or equivalent relevant work experience; the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

#### Knowledge and Experience

1. Experience in farm management
2. Experience in farm extension work; and
3. Understanding of Fijian Customs, traditions and protocols, the Fijian Constitution [2013] and applicable laws of Fiji.

#### Skills and Abilities

1. Ability to communicate and tactfully deal with people within the required legislative and policy framework.
2. Ability to work cooperatively within a team environment.
3. Experience and proven ability to work outdoor.
4. High organizational skills and ability to meet strict deadlines.

5. Service oriented approach with a commitment to supporting the operational corporate environment.

### **Personal Character**

All applicants for employment must be Fijian Citizens, under age 55, with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointments offers will be subject to confirmation of a clear police record.