

Government of Tuvalu – Job Description



Position Title:	Agroforestry Officer	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Natural Resources Development	Department of Agriculture
Location:	Elisefou Research Station & HQ	
Reports to:	Senior Agroforestry and Research	

JOB PURPOSE:

Senior Agroforestry and Research officer work closely with Principal Agroforestry and Research officer in preparing Section budget, activities, control of the Research and Agroforestry officer at Elisefou Research Station. Supervise what activities is need to be done on the section related to corporate plan and TK III

KEY RESPONSIBILITIES:

1. Prepare reports for the SARO allocations and conditions of the division before submit to the Deputy Director
2. Manage the Agroforestry unit systems and provide technical and operational support to staff to ensure the effective and efficient use of the information systems, particularly by staff with specific data entry and filing responsibilities
3. Provide advice to the SARO of Agriculture on all current and future Agroforestry service requirements including computer hardware, suitable software, databases, websites, library, paper filing systems and archiving methods
4. Develop and implement effective Agroforestry service processes including policies, procedures and staff training
5. Assist in the effective preparation and implementation of experiment or trial in the field for better way of growing different crop in the field
6. Manage supply possible result of any trial, challenging made for improving crop production

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Prepare and submit quarterly report, prepared year budget together with the PARO
- 2.1 Provide information and instruction the operation system of the section to carry out the task
- 3.1 Have contribution toward the corporate Plan. Budget of activities to done within the year

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4.1 Good in communication with donor or other parties when dealing with purchasing agriculture tools.

5.1 TIY out trials in the field to solve problem on the growing of different crop in Tuvalu

6.1 Ability to challenging work for the better service of the section in the department of agriculture

MANDATORY REQUIREMENTS:

Qualification and Experience:

- Must have a degree or Diploma in Agriculture
- Must have at least five or more years' experience in the field of Agriculture
- A mature, responsible person able to supervise, control and lead by example an important department within Government.
- Medically Fit

Skills and Knowledge:

- Proven ability to manage equipment and systems supporting the efficient and effective operations of an organization
- Good knowledge of the range of extension and information services available relevant to the needs of the department and able to source, procure and implement effective and efficient systems
- Very good organizational, budgeting, costing and time management skills
- Able to work effectively with low levels of local support
- Excellent computer skills with the ability to identify and where possible rectify problems as they occur
- Able to provide effective training and guidance on extension and information services to staff
- Very good command of written and spoken English
- Very good written and oral communication skills with an ability to interact with personnel at all levels of the Department
- Flexible attitude and ability to adapt appropriately to changing requirements and situations

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.