

Government of Tuvalu – Job Description



Position Title:	Principal Agriculture Extension Officer	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Natural Resources Development	Department of Agriculture
Location:	Funafuti	
Reports to:	Deputy Director/Director of Agriculture	

JOB PURPOSE:

The PEIO is a senior management position working with the Deputy Director of Agriculture and the senior management team in ensuring the Agriculture Department Corporate Plan and Budget is successfully implemented and managed. The PEIO has responsibility to oversee all aspects of the Departments Extension and Information Systems including advice on current and future requirements, implementation of effective processes, ongoing maintenance, policies and procedures, staff training, and the management of supply and service provider contracts

KEY RESPONSIBILITIES:

1. Develop work plan for all Agriculture Extension on outer island with the help from the Senior Agriculture Officer;
2. Develop the Extension and Information annual work-plan to be incorporation in the overall department annual work-plan every year.
3. Responsible for all the annual budget requirement of the Extension and Information Sector;
4. Coordinate and administer all personnel needs of Extension Officers relating to their workplace and environment to be as comfortable as possible and satisfying to enable them to perform their duties efficiently;
5. Carry out staff appraisal requirements as necessary of all Agricultural Extension Officer by their month of increment each year;
6. Represent the department in national committees, national training, national meeting as well as regional training and conferences relevant to the department and the agriculture sector;

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

- 1.1 Prepared and Submit work plan of the section to the Director on first week of the year, the work plan must base from the TKIII and corporate plan for approval
- 2.1 Distributed work plan to all Extension Officer on outer island
- 3.1 Prepare and submit annual budget of the section every November to the Director

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- 4.1 Make sure that Extension Officer on outer island full filled the activities given
- 4.2 Confirm with the Kaupule on the outer island that the working place is comfortable to the staffs, example a House, an Office
- 5.1 Filled and dispatch complete appraisal form of each staff one month before their increment month.
- 6.1 Have the ability to represent the Department when he/she required to attend too.

MANDATORY REQUIREMENTS:

Qualification and Experience:

- Must have a degree or Masters 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.

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.