



Position Title:	Agriculture Foremen	
Level and Salary:	S1-S3	\$10,887-\$12,087
Ministry and Department:	Ministry of Natural Resources Development	Department of Agriculture
Location:	Outer Islands (Nui x 1) and (Nukulaelae x 1)	
Reports to:	Assistant Extension Officer	

JOB PURPOSE: (a short 1-2 line summary of the job)

Agriculture foremen work closely with Assistant Extension and Information officer in outer island and also responsible for overall administration of agricultural activities on the outer island, assisting communities on outer island on agriculture issue, especially crop production and livestock

KEY RESPONSIBILITIES :(list no more than 6 key responsibilities not tasks)

1. Provide Information and assistance to individuals, groups on all matters related to agriculture;
2. Carry out survey, training etc. on behalf of the Department of Agriculture;
3. Ensure that all agriculture inputs were records properly and kept in safe custody;
4. Maintain good relationship with the island councils in respect of community projects related to agriculture;
5. Represent the department at national and home training courses in Agriculture
6. Assists the assistant Extension officer to reports on all agriculture activities carries out on each island are submitted to the Agriculture headquarter
7. Perform other general crop and livestock duties that may be required from the Extension or Research section

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

- 1.1 Provide support and assist the AEO in delivering of teaching materials, workshop and training to the communities on agriculture issues and solutions.
- 1.2 Assist farmers in addressing agricultural problems if the AEO is not available or on duty leaves.
- 2.1 Support the Extension officer in carrying out survey and send it back to Funafuti for analysis
- 3.1 All agriculture tools and equipment received must keep well and records
- 4.1 Officer must have in mind that he/she working with or under the supervision of the Kaupule
- 5.1 Officer may have a chance to attend meeting and workshop if required by the Director
- 6.1 Assist the AEO in providing reports especially on the performances and punctuality of

officers working for the half acre initiative.
7.1 Willing to work on other duties when requested

MANDATORY REQUIREMENTS:

- Must have a Certificate in Agriculture or have work in the field of Agriculture for at least two 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

DESIRABLE REQUIREMENTS:

- Proven ability to manage equipment and systems and 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
- Able to work effectively with low levels of local support
- Resolve any problems as they occur on the exertion
- Able to provide effective training and guidance on extension and information services to the communities
- Decent command of written and spoken English
- Moral 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.