

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development			
<b>2. Position Title:</b> Assistant Agricultural Officer (AAO)	<b>3. Salary Level:</b> L13-12	<b>4. Division:</b> Agriculture and Livestock Division.	
<b>5. Reports To:</b> Director of Agriculture	<b>6. Direct Reports:</b> Senior Agricultural Officer (Head of Section)		
<b>7. Primary Objective of the Position:</b> To provide technical assistance and advise to the public on issues and related matters to Agriculture including crop and livestock husbandry, plant protection and animal health, biosecurity and extension services through promotion and replanting of local food crops including te kaina, te bero, te bwabwai, te mai and others (banana, pumpkin, pawpaw and exotic root crops and vegetables) and also to deliver and manage programs and projects implemented by ALD.  Supervise and monitor daily activities of Agricultural Assistant			

<b>8. Position Overview</b>	
<p>9. Financial: \$7,800 per annum plus \$1500 leave grant including other benefits approved under the NCS</p> <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Principal Agriculture Officer</li> <li>• Senior Agricultural Officers</li> <li>• Agricultural Officers</li> <li>• Agricultural Assistant</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Advices on waste management information</li> <li>• Progressive reporting requirements</li> <li>• Leave plan</li> </ul>	<p>10 Legal: Plant and Animal Ordinance, Biosecurity Act (2011)</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• MHMS</li> <li>• MCIC</li> <li>• Farmers</li> <li>• Communities</li> <li>• General public</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Complaints in regard with</li> <li>• Any issues associated with</li> <li>• Any other matters that cannot be dealt with by an</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b> _____	<b>Date of Issue:</b> _____
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- Personal conflicts
- Weekly updates

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Health, food and income security is sustained, report quality improved and services of the respective section within ALD are accepted by the public	Work closely with AO to achieve the targets of the section according to annual work plan	The concern and issues with the public are addressed
	Assist the AO in the daily operations and management of the section	The update and quality monthly report with relevant information received
	Provide assistance and support to AO in the designing and execution of activities in line with MOP and KDP	
	Responsible and reports to AO or SAO	
	Supervise Agricultural Assistant and Stockmen in day to day work	
	Involve in promotional activities in order to enhance public awareness and welfare in Kiribati	

**10. Key Challenges**

**11. Selection Criteria**

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<p><b>KEY CHALLENGES.</b></p> <ul style="list-style-type: none"> <li>• Act as AO as directed by the Director of Agriculture in the absence of AO.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Form 7 certificate with a Certificate in agriculture</p> <p><b>Experience:</b> Should have experience in agriculture field</p> <p><b>Job Training:</b> Should have undergone short term training courses in any agricultural field</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Punctual</li> <li>• Enthusiastic</li> <li>• Good customer approach and support to Agriculture programs and activities</li> </ul>
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