

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development.		
2. Position Title: Principal Agricultural Officer	3. Salary Level: L6	4. Division: Agriculture and Livestock Division
5. Reports To: Director of Agriculture	6. Direct Reports: Deputy Director of Agriculture	
7. Primary Objective of the Position: Ensure that all sections under the Section of Development and Research achieve their ultimate objectives.		

8. Position Overview	
9. Financial: \$13,104.00 per annum plus \$1500 leave grant including other benefits approved under the NCS	10 Legal: None
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Agricultural Officers • Agricultural Officers • Assistant Agricultural Officers • Agricultural Assistants • Admin MELAD officials To be referred to Manager: <ul style="list-style-type: none"> • Not applicable 	12. External Stakeholders: <ul style="list-style-type: none"> • Farmers • Community members interested in agricultural activities • NGOs • Partner Ministries of ALD To be referred to Manager: <ul style="list-style-type: none"> • Not applicable

13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Improved staff performance	<ul style="list-style-type: none"> • Ensure that subordinate staff perform and fulfil their duties accordingly 	<ul style="list-style-type: none"> • Submission of analysis reports on subordinate staff performance and attendance on a timely basis

This is 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.

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	<ul style="list-style-type: none"> • Monitor, assess and analyze performance of subordinate staff according to their individual PDs 	<ul style="list-style-type: none"> • PDs for all subordinate staff readily available and well understood
Work plans, reports from sections and Division Annual Report are readily available as and when required	<ul style="list-style-type: none"> • Work closely with SAOs and section members to develop section strategic and annual work plans for each section under his/her jurisdiction • Ensure that reports of activities executed under each section are available on a timely manner and as required 	Submission of strategic and work plans, section and annual reports at the beginning of every year, on a quarterly basis and at the beginning of the following year respectively
Key section outputs are achieved as expected according to the timeline as indicated in the work plan	<ul style="list-style-type: none"> • Ensure that SAO and section members are on the right track of activities implementation according to section work plan • Provide advice on and guidance towards achievement of key section outputs 	Submission of compiled activities reports for sections on a quarterly basis
Funding for agriculture related projects are secured for implementation	<ul style="list-style-type: none"> • Develop and submit project documents in order to secure funding for activities identified in sections work plan that contribute to achievement of key output areas 	Number of agriculture related projects secured annually

10. Key Challenges

11. Selection Criteria

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- This is one of the very senior position within ALD which require someone to commit, work hard, and have other good qualities to manage all sections fall within the research and development unit.
- Must commit to work outside normal working hours to be able to complete his/her activities and meet the due dates with no overtime benefits

11.1 PQR (Position Qualification Requirement):

Education: Postgraduate in any agricultural field

Experience: At least 2 years of work experience in any agriculture related field

Job Training: Project identification, development and management, Policy/strategic plan development, organizational and staff management

Prerequisite: Should have been working in the area of Crop Research for at least 5 years or possess a Master's Degree in any crop related field

11.2 Key Attributes (Personal Qualities):

- Be attentive and on alert to emerging agriculture related issues
- Be able to demonstrate good leadership quality
- Be able to work well in a team

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