

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Agricultural Farm Officer
 Grade : 4
 Incumbent :
 College : Agriculture, Fisheries & Forestry
 Department : CAFF General Office
 Location : Koronivia Campus
 Reports to : Dean College of Agriculture Fisheries and Forestry through Farm Supervisor

2. PURPOSE

The purpose of the Agricultural Farm Officer is to provide support to the academic and support staff of the College of Agriculture, Fisheries and Forestry regarding farm management and practice. The Agricultural Farm Officer will also assist the Farm Supervisor to carry out the daily farm operations efficiently.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Farm Supervisor**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
Agricultural Farm Hands	N/A

4. KEY ACCOUNTABILITIES

• Ensure all tools, equipment, materials, and activities are in readiness for scheduled practical classes.
• Manage the on-farm laboratory, sorting out problems as they arise.
• Assist in staff demonstrating schedule.
• Assist in sharing of knowledge among the demonstrators directed at better understanding of experiments and criteria of marking.
• Manage lab equipment and tools as well as materials are returned after each session, cleaned, and returned to proper storage and all equipment are fully operational and in good working order.
• Account for all inventories of all farm animals and reporting losses, death, sickness, and births of farm animals.
• Provide feed and water to animals according to the daily feeding schedules.
• Identify potential hazards and remove or minimize all risk related incidents from happening.

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

• Assist and support to students in the use of equipment during practical experiments or training.
• Assist the farm supervisor in carrying out the managements processes of the farm.
• Assisting the academic staff in managing of students, resources and ensuring that all OHS policies and procedures are observed.
• Raising of IRO's for Instructional Farm Complex that includes the Aquaponics, Crop and Livestock farm.
• Ensuring the IRO has been approved by following up to the supervisor, head of the college and finance department for purchase order and delivery of the requested services.
• Ensuring that the Purchase Order Item has been received, copy of invoice are sent for posting in the finance department.
• Following up in the fiancé department for Suppliers' account payments.
• Compile weekly staff and salary timesheet and submit weekly and fortnightly and holds records for individual staff.
• Carry out fix and assets monthly stock take.
• Carry out needed sales of livestock production and livestock from farm accordance to the policy and produce required.
• Ensure that banking is done daily with appropriate reference.
• Compile monthly stock reconciliation to be sent to the finance department.
• Submit weekly reports of the livestock farm.
• Compile weekly sales and purchase report and submit to the Farm Supervisor.
• Compile individual livestock reports from different class of animals.
• Assist in preparing farm accounts and budgets. Arranging quotations for buying, hiring, and maintaining farm machinery and equipment.
• General administration duties such as responding to emails and maintaining manual and computer filing system.
• Receiving and dispatching of documents.
• Arrange farm meeting with staff and supervisors.
• Attend other school meeting.
• Attend important meeting in the absence of the Farm Supervisor.
• Attend and conduct weekly farm meetings.
• Supervise on the daily farm operation of the livestock farm.
• Plan and design work programs for efficient farm operations.
• Ensuring adequate housing for the different classes and stages of animals.
• Assist in delivery of on farm livestock management practices related to rearing. Assist students with assignments and demonstrate techniques in the use of farm machinery and equipment related to animal husbandry.
• General health care with assistance of vets, production and reproduction.
• Assisting in the health and care management of the livestock like drenching, weighing, hoof rimming, etc.

• Ensure all the husbandry activities are performed in the 5 commodities of livestock such as dairy, sheep, piggery, goat and poultry.
• Assist farm staff in their daily schedules, during emergencies.
• Taking care of farm staff requirements. Order enough feeds for the livestock animals.
• Provide farm staff with adequate support.
• Carry out animal husbandry practices to the animals in need.
• Daily monitoring of heat detection in farm.
• Assist in the operations and management of Nursery Facilities.
• Monitor the raising of seedlings and seed sowing for learning and teaching purposes.
• Assist in seedling management, growing parent plants and root stock maintenance.
• Assist in the operation of the Integrated Farm Facility.
• Monitor the breeding stock, management and egg production for hatchery operations.
• Monitor management and productivity in the production of tree crops and plantation cropping.
• Assist in the operation of the Ba, Labasa and Namaka Campus Agriculture & Forestry Farm Operations.
• Assist in building upgrades, facility maintenance and management of the Instructional Agricultural Farm Complex.
• Assist in the establishment, sustainability and management of the CAFF Living Laboratories and Vuvale Garden in all CAFF campuses around Fiji.
• Assist in the operation and management of the Navua Farm Facility for CAFF.
• Assist in the supervision of Farm Hands in CAFF outer campuses as per the farm development initiatives.
• Any other department duties assigned by the supervisor.

5. KEY CHALLENGES

- Identifying hidden hazards and minimizing incidents.
- Assist in meeting the teaching and research requirements of the college on timely basis.
- Assist in the supervision of Agricultural Farm Hands.
- Assist in the management of the Instructional Agricultural Facility according to proper standards.

6. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

7. QUALIFICATION & EXPERIENCE

Essential:

- Bachelor's Degree preferably in Agriculture.
- At least 3 years of working experience in Agriculture Field.

Desirable:

- Some experience in a relevant role will be of added advantage (e.g. agriculture & forestry)

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

- Have strong leadership, supervision and communication skills.
- Proficient in MS Word, Excel, Outlook and other farm related budgeting and financials.

8. KNOWLEDGE & SKILLS

Knowledge in farm activities.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Farm Supervisor	On a daily basis.
Staff, College Dean and students	As and when required.
EXTERNAL	Frequency
Security	On a daily basis.
Customers	As and when required.

10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.