

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION



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	: Farm Hand – Aquaculture
Incumbent	:
Division	: Office of Corporate Services
Department	: Commercial Services
Location	: Navua Farm
Reports to	: Pro Vice Chancellor Corporate Services through Team Leader Commercial Services

2. PURPOSE

The purpose of position in an aquaponics operation plays a hands-on support role in maintaining the integrated fish-and-plant growing system. Aquaponics combines aquaculture (raising fish) with hydroponics (growing plants without soil), where fish waste provides nutrients for plants, and the plants help filter and clean the water for the fish — so the assistant's job centers on keeping that whole ecosystem balanced and productive.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Team Leader Commercial Services**

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
N/A	N/A

4. KEY ACCOUNTABILITIES

- Ensuring that the required duties are well performed up to the required standards for an efficient operation of the farm to facilitate the teaching and learning needs.
- Carrying out necessary management practices in crops planted at the farm such as land preparation, planting, watering, drainage, inter-row cultivation, fertiliser application, weed control, pest and disease management, harvesting, post-harvest handling and marketing of farm produce.
- Assisting with the feeding and management of livestock, prawns, tilapia and other farm stock, where applicable, according to approved feeding schedules and nutritional requirements.
- Monitoring the behavior, health, growth and condition of farm stock and reporting abnormalities, sickness, injury, deaths, births or losses to the supervisor.
- Regularly checking and monitoring water levels and water quality, including temperature where applicable, and assisting in maintaining optimal living conditions for aquatic life.
- Assisting with cleaning and maintaining ponds, tanks, animal facilities, farm sheds, work areas and related equipment.
- Carrying out routine inspections of ponds, crops, livestock facilities, irrigation and drainage systems and other farm infrastructure, and reporting faults or maintenance requirements.
- Ensuring all tools, equipment, materials and activities are in readiness for scheduled practical classes, demonstrations and training.
- Assisting academic staff in the management of students, resources and practical activities and ensuring that all OHS policies and procedures are observed.
- Assist in staff demonstrating schedules and provide practical support during demonstrations, experiments and training activities.
- Assist in appropriate training and/or briefing of personnel involved in demonstrating and farm practical activities.
- Assist in sharing practical knowledge among demonstrators directed at better understanding of experiments, procedures and criteria of assessment.
- Manage and maintain farm, laboratory and practical equipment and tools, ensuring that materials are returned after each session, cleaned and stored properly.
- Ensure equipment is operational and in good working order and promptly report defects or maintenance requirements.
- Account for inventories of farm animals and other stock and report losses, deaths, sickness and births as required.
- Assist with harvesting of tilapia, prawns, crops and other farm produce; handle stock carefully to minimise stress, damage and loss during harvesting.
- Work as part of a team to ensure efficient and timely harvesting and farm operations.
- Carry out routine cleaning and organisation of the farm area and ensure waste and dead stock are removed and disposed of appropriately.
- Assist in maintaining daily records of feeding, water quality, stock counts, crop activities, harvesting, equipment use and other key farm data.
- Identify potential hazards and remove or minimise risks related to incidents, unsafe conditions and farm operations.
- Provide support to students in the safe use of equipment during practical experiments or training.
- Perform any other duties assigned by the Supervisor that are consistent with the position.

5. KEY CHALLENGES

- Identifying hidden hazards and minimizing incidents.
- Managing changing farm activities and priorities while maintaining the required standards of farm operation and teaching support.
- Recognising crops, livestock, aquaculture, equipment and water-quality issues early and reporting them promptly.

6. AUTHORITY LEVEL

Operating Expenditure	
Capital Expenditure	
Others	

7. QUALIFICATION & EXPERIENCE

Essential:

- A formal education with abilities to communicate, read and write clearly.
- At least 2 years of work experience in a similar role or in a relevant agricultural, farming, livestock, aquaculture or horticultural environment.
- Ability to follow instructions, work safely and effectively as part of a team.

Desirable:

- Additional work experience in farm operations, crop production, livestock or aquaculture will be an advantage.
- Relevant training or certificate in agriculture, farming, horticulture, livestock, aquaculture or a related field.

8. KNOWLEDGE & SKILLS

- Knowledge in farm activities and general agricultural operations.
- Basic knowledge of crop production, livestock and/or aquaculture management practices.
- Knowledge of safe use and care of farm tools, equipment and materials.
- Ability to identify and report crop, stock, water-quality, equipment and facility problems.
- Basic record-keeping and communication skills.
- Ability to work independently on routine tasks and effectively as part of a team.
- Knowledge and understanding of occupational health and safety and good farm hygiene practices.

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Team Leader Commercial Services	Daily
Other Farm / Support Staff	Daily
Security	Daily
Contractors / Service Providers	As required
Academic / Technical Staff	Frequent

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.