



VANUATU NATIONAL PROVIDENT FUND			
JOB DESCRIPTION			
1	<b>Job Title</b> Description that refers to the responsibilities of a <b>job</b> and the level of the <b>position</b> .	Farm Assistant	
2	<b>Position No</b> This number is to be used in all subsequent correspondence relating to this post.		
3	<b>Position Evaluation Completed</b> Position has been evaluated by VNPF Management to align SP10	<b>YES</b>	<b>SP10 Job Points</b>
4	<b>Department</b> Specific areas of activity within VNPF	Bouffa Farm	
5	<b>Location</b> Where the position is located in VNPF Structure.	VNPF Head Office	
6	<b>Job Purpose</b> “Why this Post exists” this might be a one-line statement adapted from the VNPF Strategic Plan for higher level posts.	The Farm Assistant will assist in the day-to-day operations of the farm, including the care and maintenance of crops and livestock, the operation and upkeep of farm equipment, and general farm maintenance tasks. The role requires a strong work ethic, attention to detail, and the ability to work both independently and as part of a team.	
7	<b>Date</b> Occupy the post.	TBC	
8	<b>Key Result Areas</b> (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.		
8.1	<p>1. <b>Animal Care and Livestock Management</b></p> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Ensure the health and well-being of all livestock.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Livestock are well-fed, hydrated, and cared for.</li> <li>▪ Health issues are detected and addressed promptly.</li> <li>▪ Clean, safe, and comfortable living conditions for all animals.</li> <li>▪ Successful breeding and care protocols as required.</li> </ul> </li> </ul> <p>2. <b>Crop Management and Yield Optimization</b></p> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Assist in maintaining and improving crop productivity.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Timely planting, irrigation, and harvesting of crops.</li> <li>▪ High-quality crop production with minimal waste.</li> <li>▪ Effective pest and weed management.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Proper documentation and reporting of planting and harvesting dates.</li> </ul> <ol style="list-style-type: none"> <li>3. <b>Equipment Operation and Maintenance</b> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Ensure efficient operation and upkeep of farm machinery.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Equipment is maintained, cleaned, and operated properly.</li> <li>▪ Machinery breakdowns are minimized.</li> <li>▪ Daily checks and maintenance tasks are performed consistently.</li> <li>▪ Reported any issues or malfunctions promptly.</li> </ul> </li> </ul> </li> <li>4. <b>Farm Maintenance and Safety Compliance</b> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Maintain the farm's infrastructure and ensure safety protocols are followed.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Farm buildings, fences, and infrastructure are in good working condition.</li> <li>▪ Compliance with health and safety regulations.</li> <li>▪ Safe working conditions and minimized risk of accidents.</li> <li>▪ Use of personal protective equipment (PPE) and safety guidelines are followed.</li> </ul> </li> </ul> </li> <li>5. <b>Team Collaboration and Communication</b> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Foster effective communication and teamwork with fellow farm workers and supervisors.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Clear and efficient communication with the team regarding daily tasks.</li> <li>▪ Collaborative efforts to achieve farm goals.</li> <li>▪ Proactive approach to addressing issues as part of the team.</li> </ul> </li> </ul> </li> <li>6. <b>Record Keeping and Documentation</b> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Accurately maintain records related to livestock, crops, equipment, and tasks.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Accurate tracking of livestock inventory, crop progress, and input usage.</li> <li>▪ Consistent documentation of farm activities, including planting and harvest dates.</li> <li>▪ Timely and organized submission of reports and records.</li> </ul> </li> </ul> </li> <li>7. <b>Work Efficiency and Task Completion</b> <ul style="list-style-type: none"> <li>○ <b>KRA:</b> Complete tasks efficiently and within the expected timeframes.</li> <li>○ <b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Tasks are completed on time and to a high standard.</li> <li>▪ Optimal use of resources (labor, tools, and materials) is ensured.</li> <li>▪ Productivity and output are maximized during peak seasons.</li> </ul> </li> </ul> </li> </ol>
--	--

9	<p><b>Work Complexity</b></p> <p>The work complexity for a Farm Assistant generally depends on the variety and scale of the farming operations. Tasks range from simple, repetitive duties to more complex operations that require a higher level of skill and attention to detail. Here's an overview of the complexities involved:</p> <ol style="list-style-type: none"> <li>1. <b>Routine Tasks vs. Special Operations:</b> <ul style="list-style-type: none"> <li>○ <b>Routine Tasks:</b> These include feeding animals, watering crops, cleaning enclosures, and basic equipment maintenance. These tasks are typically straightforward and require attention to detail but not specialized knowledge.</li> <li>○ <b>Special Operations:</b> Tasks like applying pesticides/fertilizers, operating heavy machinery, monitoring livestock health, and harvesting crops can be more complex. These require a higher level of understanding of farming practices and safety protocols.</li> </ul> </li> <li>2. <b>Problem-Solving and Decision-Making:</b> <ul style="list-style-type: none"> <li>○ The Farm Assistant may face challenges such as pest infestations, equipment malfunctions, or adverse weather conditions. Being able to troubleshoot basic issues or report them to the appropriate person is a key aspect of the role.</li> <li>○ Ensuring that tasks are performed in the right order or according to seasonality (e.g., planting crops at the right time) also requires thoughtful planning.</li> </ul> </li> <li>3. <b>Multitasking and Time Management:</b> <ul style="list-style-type: none"> <li>○ The Farm Assistant must juggle multiple responsibilities at once, often requiring efficient time management. For example, while one worker is focusing on feeding animals, another might need to assist with planting or harvesting. Prioritizing tasks, especially during peak seasons, is key to ensuring smooth operations.</li> </ul> </li> <li>4. <b>Physical Demands:</b> <ul style="list-style-type: none"> <li>○ The role is physically demanding, requiring stamina to carry out heavy lifting, standing for long periods, and working in various weather conditions.</li> <li>○ The complexity increases as the assistant needs to manage their physical energy throughout the day, ensuring that tasks are done efficiently without compromising safety.</li> </ul> </li> <li>5. <b>Coordination with Team Members:</b></li> </ol>
---	---

	<ul style="list-style-type: none"> <li>o Collaboration is a vital part of the role. Complex tasks may require close coordination with other workers or supervisors to ensure tasks are completed efficiently. For example, crop rotation planning and large-scale harvests involve a well-coordinated team effort.</li> </ul>	
10	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/research/advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower-level jobs it will be more specific e.g. deliver, record, type, maintain.	
10.1	<b>Animal Care and Management</b>	<ul style="list-style-type: none"> <li>• Feed, water, and care for livestock (e.g., cattle, chickens, pigs, etc.).</li> <li>• Monitor animal health, identify signs of illness or injury, and report to the Farm Manager.</li> <li>• Assist in the milking, shearing, or other livestock-specific tasks.</li> <li>• Clean animal enclosures, barns, and other livestock areas regularly.</li> <li>• Maintain proper records of animal care and health.</li> </ul>
10.2	<b>Crop Management</b>	<ul style="list-style-type: none"> <li>• Assist with planting, cultivating, and harvesting crops (e.g., vegetables, fruits, grains).</li> <li>• Operate irrigation systems and ensure crops are watered as required.</li> <li>• Apply fertilizers, pesticides, and herbicides following safety guidelines.</li> <li>• Monitor crops for pests, diseases, and growth conditions.</li> <li>• Assist with weeding, pruning, and other crop-related tasks.</li> </ul>
10.3	<b>Equipment Operation and Maintenance</b>	<ul style="list-style-type: none"> <li>• Operate farm machinery such as tractors, plows, and harvesters under supervision.</li> <li>• Perform routine maintenance on farm equipment, including cleaning and oiling.</li> <li>• Report equipment malfunctions to the Farm Manager for repairs.</li> </ul>
10.4	<b>General Farm Maintenance</b>	<ul style="list-style-type: none"> <li>• Assist with maintaining and repairing farm infrastructure, such as fences, gates, and barns.</li> <li>• Ensure the farm is tidy and safe, including clearing pathways, storing tools, and ensuring equipment is safely stored.</li> <li>• Help maintain safety equipment and personal protective equipment (PPE).</li> </ul>

10.5	<b>Record Keeping and Reporting</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records of livestock inventory, crop planting and harvest dates, and equipment maintenance logs.</li> <li>• Track and report daily activities to the Farm Manager.</li> <li>• Assist with tracking farm inventory and supplies.</li> </ul>
10.6	<b>Safety and Compliance</b>	<ul style="list-style-type: none"> <li>• Adhere to all health and safety protocols for both animals and equipment.</li> <li>• Follow environmental and agricultural regulations regarding chemical use and waste management.</li> <li>• Participate in safety training and awareness programs as directed.</li> </ul>
10.7	<b>Supervising the Stockman</b>	<ul style="list-style-type: none"> <li>• Assisting with livestock care, including feeding, health checks, and breeding</li> <li>• Overseeing farm laborers (Stockman) and ensuring tasks are completed efficiently</li> <li>• Maintaining farm equipment and infrastructure</li> <li>• Managing inventory of feed, medicine, and supplies</li> <li>• Keeping records of livestock and farm operations</li> <li>• Ensuring farm safety and biosecurity measures are followed</li> </ul>
10.8	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensuring that all farm operations follow health, safety, and environmental standards.</li> <li>• Using personal protective equipment (PPE) when required.</li> <li>• Reporting any safety hazards or unsafe practices to the farm manager.</li> </ul>
10.9	<b>Team Collaboration</b>	<ul style="list-style-type: none"> <li>• Working closely with other farm workers and supervisors to ensure tasks are completed efficiently.</li> <li>• Assisting with training new staff or interns if necessary.</li> <li>• Participating in farm meetings to discuss daily and long-term plans.</li> </ul>
10.10	<b>General Assistance</b>	<ul style="list-style-type: none"> <li>• Assist with farm sales or direct-to-consumer deliveries when needed.</li> <li>• Help prepare products for sale, including cleaning, packaging, or labeling.</li> <li>• Assist in any other duties as directed by the Farm Manager.</li> </ul>

11	<b>Key Relationships</b> The ideal tool to use when implementing the role of the position.	
11.1	<b>Reports Directly to</b> Reporting procedure.	General Manager
11.2	<b>Responsible for</b> (Total number of staff).	NA
11.3	<b>Frequent Internal Personal Contacts with...</b> (Managers, Team Leaders, staff).	Manager Finance General Manager Stockman VNPF Staff Members Members
11.4	<b>Occasional Internal Personal Contacts with...</b> (Executives, that when making presentation on compliance projects)	Manager Finance General Manager Stockman VNPF Staff Members Members stakeholders
11.5	<b>Frequent External Personal Contacts with...</b> (Registered and non-register, Registered and non- registered Employers and Government statutory bodies)	Stakeholders
11.6	<b>Occasional External Personal Contacts with...</b> (Government Statutory Bodies).	Stakeholders
11.7	<b>Purpose of contact</b> Reason for contacting	Providing information
11.8	<b>Impact of Decisions</b> Think of the decisions this Post makes without help on a regular basis (weekly or monthly to greatly reduce the risk of serious	Carry out duties and responsibilities according to the decisions made by the General Manager and the VNPF Board.
11.9	<b>Special Conditions</b> e.g if unusual work hours, equipment or travel is required.	Prepare to take up responsibility beyond normal hours.
12	<b>CRITERIAS TO BE SELECTED FOR THE POST</b> (Allow for some on-the job training to bringing outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job)	
12.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree.	<ul style="list-style-type: none"> <li>Diploma or bachelor's degree in agriculture or related study is a plus.</li> </ul>
12.2	<b>Experience</b>	<ul style="list-style-type: none"> <li>Has over 3 years of experience, ideally</li> </ul>

