



## JD FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLANDS NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** FACULTY OF AGRICULTURE, FISHERIES AND FORESTRY (FAFF)

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXXX **UNIVERSITY VACANCY REF:** HR 02/2026

**POSITION TITLE:** ASSISTANT FARM MANAGER

**POSITION LEVEL:** BAND 1 **SALARY RANGE:** \$ 43,920.72- \$68,447.11

**THIS POSITION REPORTS TO:** FARM MANAGER, HOD-AGRICULTURE AND DEAN OF FAFF

**THIS POSITION SUPERVISES:**

**EMPLOYMENT TYPE:** CONTRACT

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

### SECTION B-LIAISONS

**INTERNAL:** FARM DEPARTMENT

**EXTERNAL:**

### SECTION C - SCOPE OF DUTIES

To support the Farm Manager in the day-to-day operations of the farm, including supervising tasks, ensuring the health of crops/livestock, maintaining equipment, and helping manage staff. This role acts as the second-in-command on the farm.

## **SECTION D- KEY DUTIES AND RESPONSIBILITIES**

- Assist in daily planning and execution of farm activities (planting, feeding, irrigation, etc.)
- Supervisor and support farm workers to meet productivity and safety standards.
- Monitor crop or livestock health; report and address issues proactively.
- Operate and help maintain farm machinery and tools.
- Ensure cleanliness, safety, and organization of the farm environment.
- Assist with record keeping related to inventory, production, and maintenance.
- Support compliance with workplace safety and biosecurity regulations.
- Serve as acting manager in the Farm Manager's absence.
- Assist Farm Manager in keeping the records of farm sales and reconciliation.
- Prepare/Provide monthly reports

## **SECTION E - KEY DELIVERABLES**

- Assisting in day-to-day farm activities, including planting, harvesting, irrigation, and livestock management.
- Monitoring crop growth and health; implementing pest and disease control measures.
- Reporting and coordinating repairs or replacements as needed.
- Assisting in training staff on best practices and safety procedures

## **SECTION F – QUALIFICATIONS AND CAPABILITIES**

### **Minimum Qualifications:**

- Diploma or Bachelor in agriculture or related field preferred.

### **Experience:**

- 3 – 4 years' experience in a farming or supervisory role.
- Practical knowledge of farming operations and equipment.
- Willingness to learn and adapt to new farming technologies

### **Capabilities:**

- Strong Communication and interpersonal skills.
- Hands on, proactive, and reliable
- Ability to lead small teams and work independently
- Mechanical aptitude and familiarity with farm tools
- Detail-oriented and safety-conscious.

## SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

**KSC 1:** Experience in farm operations, crop and livestock management, or similar roles.

**KSC 2:** Knowledge and experience to operate and maintain farm machinery and equipment.

**KSC 3:** Good team-building and communication skills.

**KSC 4:** Knowledge of occupational health and safety standards relevant to farming.

**KSC 5:** Ability to work collaboratively with team members and stakeholders.

**KSC 6:** Good physical health to perform farm duties.

## SECTION H - TERMS AND CONDITIONS

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|---|--|
| <b>Fortnightly Salary Range:</b>  | \$1,689,26-\$2,632.58  |
| <b>Annual Salary Range:</b>   | \$ 43,920.72- \$68,447.11  |
| <b>Annual Leave Entitlement:</b>  | 20 working days  |
| <b>Annual Gratuity:</b>   | 15% of annual basic salary (paid bi-annually)  |
| <b>Housing:</b>   | 15% housing allowance of basic salary or rental entitlements under university housing policy |
| <b>Other Terms and Conditions of Service relevant to this position:</b> | As per Contract and HR Policy  |

## SECTION H - APPROVAL (*Business use only*)

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*

**Director Human Resource:** 

**Date Approved:**

*Additional Comments:*

*This Job Description outlines role clarity and accountability and will be regularly reviewed to stay aligned with the university and TAFE evolving needs and sector trends.*