



**JOB DESCRIPTION - ASSISTANT BIOSECURITY OFFICER**  
**Asian Subterranean Termites (AST) Control and Surveillance operations**

**Job Purpose:** The Assistant Biosecurity Officer will be responsible for carrying out and assisting the AST control, surveillance and containment activities in Nadi, Lautoka, Ba, Labasa and Suva or any other area in Fiji when required. The role will also involve the treatment and monitoring of AST infestation and provide regular reports to the Station Officer Termites.

**Principal Accountabilities**

- Carry out surveillance for AST in Nadi, Lautoka, Ba, Labasa and Suva and in any other areas as and when required
- Carry out treatment and monitoring work for AST infested area
- Report activities to AST Project Team Leads
- Participate in team meeting for planning of activities and allocation of tasks
- Assist the AST Project Team Leads plan and prepare daily or weekly tasks
- Visit to local villages, schools, business houses, etc. to conduct awareness
- Ensure AST complaints, treatment and monitoring forms are filled out correctly with the relevant details
- Be punctual to work at all times and be able to carry out tasks as advised by AST Project Officer or Project Team Leads
- Be prepared to undertake administrative work as and when required
- Not abuse ABSO powers (for example, do not enter anyone's property unless it is to do with surveillance and treatment/monitoring of AST infestation)

**Qualifications/Knowledge/Skills**

- Have an understanding of surveillance requirements for AST
- Have an understanding of treatment and monitoring for AST infested sites
- Have an understanding of invasive species operations or similar field operation situations (this will be an added advantage)
- Demonstrated ability to work effectively and efficiently both independently and collaboratively
- Have knowledge of BAFs' mandate and functions
- Must be highly committed to containment and control efforts for AST
- Must be highly cooperative, respectful and professional at all times
- Must have excellent customer service skills
- Must be willing to work in teams and long hours as and when required
- Must be organised and well presented at all times
- Demonstrated ability to prioritize tasks and meet deadlines
- Must be able to carry out assigned tasks without difficulties

**REMUNERATION**

Remuneration will be commensurate based on an individual's qualifications and experience within the relevant salary band.

**WHERE TO SEND YOUR APPLICATION**

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the **Job Description** and click on the **link** to apply.
2. Applications are required to submit cover letter, curriculum vitae and at least 2 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 7<sup>th</sup> February 2025 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*