



## JOB DESCRIPTION - TEAM LEADER (CENTRAL/EASTERN)

### **Job Purpose**

This position is responsible for effectively managing the Central/Eastern operational Divisions of BAF to improve their effectiveness and efficiency in the providing of Biosecurity services. The Team Leader CE will take the lead role in championing the change in culture and attitude in the CE divisions and drive the divisional teams towards the achievement of their respective goals and objectives.

**Reporting to:** Manager National Operations

**The key responsibilities of the role include:**

#### **1. Strategic Support and Planning**

- Coordinate and support the delivery of the strategic and annual business plan;
- Ensure targets in the annual business plan and operational plan are regularly monitored and later collated for reporting on a quarterly basis.

#### **2. Stakeholder Engagement & Communication**

- Establish and maintain close working relationship with other relevant agencies and stakeholders;
- Effectively communicate regularly with government agencies, private sectors and the general public on our role;
- Ensure that BAF's services are delivered effectively and efficiently in an effort to maintain credibility amongst its key stakeholders.
- Maintain effective communications with the Manager National Operations in terms of relevant operational issues.

#### **3. Compliance & Risk Management**

- Ensure strict adherence to BAF Act, Operational Manual/SOPS's, BAF's internal policies and other legislative work documents;
- Timely reporting of any non-compliance/any matters affecting biosecurity operation to MNO.

#### **4. Budget/Asset/Property Management**

- Assist MNO in the preparation of annual budget for your division;
- Oversee and manage BAF assets allocated to your division;
- Provide support to the Board of Survey team in terms of verification of BAF's asset in your division.

#### **5. Reporting**

- Provide regular reporting on team's activities, success and challenges;

- Prepare division reports and submit within the agreed timeframe;
- Regularly report matters affecting biosecurity operations and its staff to MNO and other line superiors;

## 6. Leadership and Management

- Effectively lead, manage and motivate staff of the division to ensure key outputs and outcomes for the division are delivered and achieved;
- Oversee day to day operations in your division;
- Monitor team performance and identify training needs and provide coaching to staff;
- Lead by example and assume responsibility and ownership of the team's culture of continuous improvement;
- Oversee and authorizes staff leave(s), attendances, allowances and extra hours in your division.
- Undertake any other duties as reasonably required or directed by the Manager National Operations.

## Qualification

- Bachelor's Degree qualification in Agriculture or related discipline;
- Post Graduate Certificate in Business Administration/Management is an added advantage.

## Experience

- Have four (4) to six (6) years of work experience (supervisory level) in Biosecurity.

## Skills and Abilities

- Excellent interpersonal and communication skills, including the ability to engage effectively with staff and stakeholders at all levels;
- Demonstrated understanding of managing Biosecurity operations and ability to lead a team of biosecurity officers;
- Capacity to plan, coordinate multiple tasks and meet deadlines in particular with regard to planning and reporting;
- Demonstrated ability to analyze and solve complex problems in a resource constrained environment;
- Valid driving licence.

### 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. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 18th July 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.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**