



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 areas in Fiji where required. The role will also involve the surveillance, treatment and monitoring of AST infestation.

Reporting to: Station Officer Termites

Principal Accountabilities

- Receive and register termite complaints
- Attend to termite complaints for residential and non-residential sites
- Carry out surveillance and inspections at premises/sites and identify AST infestations 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
- Install bait boxes at AST infected sites/homes and Timber Yards
- Conduct Tree inspection and treatment of infected timber yards
- Monitoring of timber yards
- Drilling of AST infected trees and flushing of chemicals
- Recording GPS coordinates for the sites visited
- Engage in conducting awareness to local villages, schools, business houses, etc
- Effectively participate in distribution of educational materials and communicate AST related risk to the communities
- Conduct monitoring/follow up inspections of AST infested sites (residential/non residential)
- Conduct monitoring of bait boxes at residential & non-residential sites
- Conduct treatment of any re-infestations occurred during monitoring of houses/trees
- Inspection of termite host materials and issue certification for transfer out of AST declared zones
- Supervise incineration of termite infected materials/structures
- Inspection of sugar cane fields and seed cane materials for transfer out of the AST declared zones
- Site inspection for any transfer of turf/top soil prior to any transfer
- Inspection of termite host materials bound for outer Islands

- Installation of sticky traps prior to termite swarming
- Monitor/Collection of sticky traps after termite swarming period
- Collecting termite specimen for identification at the laboratory
- Participate in team meeting for planning of activities and allocation of tasks
- Ensure AST complaints, treatment and monitoring forms are filled out correctly with the relevant details
- Safely transport and monitor assigned equipment's used for operations and follow strict protocols
- Be prepared to undertake administrative work as and when required
- Assist in driving the team out to the field for any termite activities (inspections/monitoring/treatments/baiting/surveillance) – Group 2 Manual Driving Licence
- Any other activities assigned by the supervising officer.

Qualifications & Knowledge

- At least 1 years of field experience with natural resource and agricultural management
- Relevant experience in field operations e.g. as former serviceman, policeman or military background would be advantageous
- Should be physically fit for the role

Skills and Abilities

- Must be highly committed to eradication of AST from Fiji and comfort working outdoors in physically demanding environment
- Familiarity with animal handling or wiliness to learn
- Demonstrated ability to work effectively both independently and collaboratively
- Good communication and community engagement skills
- Have good Customer Service Skills
- Must be willing to work in teams and long hours if need be
- Must be organized and well presented
- Valid driving license will be an added advantage0

WHERE TO SEND YOUR APPLICATION

1. Visit our website 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 for Vacancy no. 02/2026 will close on Friday, 1st May 2026 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.

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