

<b>Position Title</b>	Chief Executive Officer
<b>Reporting to</b>	The Chairman and the Board of Directors
<b>Purpose</b>	The CEO provides strategic leadership, delivers the Authority's short and long term objectives and is responsible for the overall management and performance of the organization in accordance with the Biosecurity Act of Fiji 2008.
<b>Location</b>	Suva, Fiji

### Organizational Overview

The Biosecurity Authority of Fiji (BAF), a statutory body established under the Biosecurity Act 2008, is responsible for safeguarding Fiji from the introduction and spread of pests and diseases, protecting biodiversity and facilitating safe and efficient international trade. BAF operates under the Ministry of Agriculture and Waterways.

### Vision

To be respected as the most effective and efficient Biosecurity Authority in the Pacific Region.

### Mission

Our mission is to protect Fiji's unique biodiversity and facilitate international trade to and from Fiji. Each of us will work together to protect Fiji, our people, our environment, our plants and animals, our livelihoods and our unique way of life for the benefit of our families, our visitors and our future generations.

### Key Accountabilities

#### Strategic Direction

- Provide advice to the Board on regulatory, trade and technical matters.
- Identify future risks, opportunities and innovations in SPS, trade and emergency response.

#### Governance, Risk and Compliance

- Develop and Implement a fit for purpose Enterprise Risk Management Framework and Corporate Governance Framework.
- Uphold the highest standards of governance, transparency and public accountability.
- Ensure organizational compliance with legal and policy requirements.
- Regularly consult with the Board Chairman and maintain strong relationship with the internal and external stakeholders to support effective governance and engagement.

### **Administration and Technical Support**

- Provide oversight of the organisation's operational plan and ensure it meets the Biosecurity Act's requirements and other biosecurity work functions, including timely preparation and lodgment of Annual Reports.
- Improve digital connectivity by ensuring systems and processes are automated for ease of doing business and connectivity with stakeholders.
- Enforce adherence to legal guidelines and policies to maintain sound legal and business ethics by improving the legislative framework.
- Implement efficient operational policies and procedures to maximize organizational productivity.
- Any policy breaches must be reported to the Board of Directors.
- Ensure the Company complies with the Biosecurity Act and other relevant statutory requirements at all times.
- Ensure that the Company's operations comply with internal and external authorities' regulations and Acts.
- Ensure a strategic plan is in place and clearly links to role descriptions and staff key performance indicators.
- Monitor organizational performance and analyze the Company's strengths and weaknesses relative to its goals regularly.
- Promote and maintain an effective corporate culture that is receptive to change.
- Raise the corporate profile of the Company in Fiji.
- Implement appropriate strategies to ensure that the business operations are optimized at all times.
- Provide appropriate complete quality reports and advice to the Board of Directors on all operational, financial, legal and investment matters in a timely manner.

### **Business Acumen**

- Provide oversight of the organization's financial performance and ensure sustainability of current and future funded projects.
- Ensure that the annual operating and capital expenditure budgets are developed according to the Authority's strategic plans.
- Provide sound reporting to the Board and be able to interpret financial and other operational reports for the Board and relevant stakeholders, if required.
- Ensure timely preparation and submission of reports to relevant line Ministry.
- Identify new opportunities in the biosecurity sphere to increase trade between countries.

### **Stakeholder Engagement**

- Report to the Board on the status of policies, strategies, directions and plans set or approved by the Board.
- Inform the Board of all events or which reasonably should be within the CEO's awareness which may or do have a material impact on the Authority's activities.
- Regularly meet and consult with the Chairman (as the lead representative of the Board) on all such matters.
- Maintain strong relationships with relevant internal and external stakeholders by ensuring an effective communications strategy.
- Represent the organization and ensure visibility in appropriate networking forums.

- Build productive relationships with all levels of Government, industry and communities to inform and implement biosecurity policies

**People Management and Reporting**

- Lead a multi-disciplinary and multi-functional team responsible for biosecurity, regulatory, surveillance, public information and emergency response activities.
- Timely appointment and management of key executive and management personnel.
- Implement, maintain and review the Authority's Performance Management System to improve performance across the Authority.
- Identify critical positions and ensure effective succession planning is in place for these roles.
- Provide relevant development opportunities for both technical and support staff as required.
- Build and maintain effective relationships with the Board, providing clear and timely information to support governance and decision-making.
- Oversee and ensure regular reporting on organizational activities, key projects, and performance outcomes to the Board and relevant stakeholders.

### Essential Attributes

- Experience in high level strategic business decision making
- Good governance practices
- Sound business acumen
- Exceptional people management skills
- Strong experience in stakeholder management
- Exceptional interpersonal skills
- High-level expertise in the management of a large front-line workforce

### Internal Interactions

- Board of Directors
- Executive Management
- All staff

### External Interactions

- Statutory Authorities
- Exporters/Importers
- Regional and local counterparts
- Government Ministers and relevant ministries
- International partners

### Qualification and Experience

#### ***Minimum Qualification Requirement (MQR)***

- A post graduate qualification in Agriculture or relevant field.
- Additional professional qualifications in governance, leadership or trade facilitation will be considered an asset.

#### ***Minimum Experience Requirement***

- At least 10 years experience in a senior management or responsibility position.
- Demonstrated experience in biosecurity, agriculture, agri-business, trade facilitation or regulatory/government agencies
- Proven track record in developing and implementing policies and strategies at a national or sectoral level.
- Experience leading large, multidisciplinary teams, with a focus on workshop capability and technical upskilling.
- Demonstrated ability to manage stakeholder relationships at national, regional and international levels.
- Experience ensuring financial and operational sustainability in complex organizations.
- Strong exposure to crisis or emergency response management will be considered an advantage.



## CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

### Proviso

The Job Description may be reviewed within the contractual period, and it can be altered as and if necessary. Any such proposed changes will be in consultation with the incumbent and the Board.

### 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 for Vacancy no. 01/2026 will close on Friday, 6th February 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.*