



JOB DESCRIPTION – STATION OFFICER

Job Purpose

This position is responsible for effectively managing BAF operations at the respective Station. This position is responsible for effectively managing BAF operations at the respective Station. Station Officer will lead his team in championing the change in culture and attitude amongst BAF staffs and in driving the team towards the achievement of their respective goals and objectives. The Position will report directly to the Manager National Operations.

Nature and Scope

The position is created to effectively manage the station and implement the operations of BAF inspection and clearance in line with approved strategies as outlined by Manager National Operations and the Standard Operating Procedures of BAF. This position reports and maintains close consultation with the Manager National Operations.

The incumbent is to provide timely reports to the Manager National Operations and carry out relevant functions and duties as required under the Legislations governing BAF.

Principal Accountabilities

- Effectively lead and manage BAF operations.
- Implement approved strategies and systems pertaining to High Temperature Forced Air (HTFA) treatment, export, awareness and monitoring & surveillance activities to continuously improve the effectiveness and efficiencies of the respective stations.
- Develop, Implement and monitor the strategic business plan for the respective station.
- Ensure that BAF's services are delivered effectively and efficiently in an effort to maintain credibility amongst its key stakeholders
- Ensure strict adherence to approved Policies and SOPs.
- Maintain effective communications with the Manager National Operations in terms of relevant operational issues.

- Report to the Manager National Operations in relation to performance of Station and highlight any risks and issues on a regular basis.
- Bring about an improved change in culture and attitude in the delivery of BAF services.

Knowledge and Eligibility

- A Degree in Agriculture/Biosecurity with 5 years of work experience OR a Diploma in relevant field with at least 7 year of similar work experience
- Valid Group 2 Driving License will be mandatory.

Skills and Ability

- An ability to effectively lead and manage teams effectively in a change environment.
- Demonstrated ability to think strategically and holistically.
- Experience and knowledge in the identification and mitigation of potential biosecurity risks and issues.
- Demonstrated experience in program planning and management, including the management and support of staff.
- Proven ability to implement policies and strategies effectively.
- A good understanding of the budget and expenditure procedures.
- Highly effective interpersonal and communication skills, including influencing, negotiating, conflict resolution
- Demonstrated understanding of managing Biosecurity operations and its policies in a service-oriented organization

WHERE TO SEND YOUR APPLICATION

Complete written applications must include your curriculum vitae and the names of at least 2 referees with academic certificates and transcripts. Applications should be marked "Vacancy No. & Name" and must be sent either by post, hand delivery, or email to hrrecruit@baf.com.fj no later than 5:00 pm Friday 24th March, 2023.

Please send to
Recruitment
Biosecurity Authority of Fiji
PO Box 18360, Suva

OR

Hand deliver to
Level 3, Provident Plaza 1
Downtown Boulevard
Ellery Street, Suva

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