



JOB DESCRIPTION – CHIEF VETERINARY OFFICER (CVO)

Job Purpose

The position aims to address service delivery, policy and strategic development in the Veterinary Section taking into account the advancements in international standards and emerging biosecurity issues relevant to trade.

Reporting to: Chief Executive Officer

Principal Accountabilities

- To provide integrated veterinary input into all aspects of BAF services in accordance with the BAF Annual Corporate Plan;
- To work closely with CEO, Department Head(s) and the Veterinary team in advancing new visions, strategies, projects and milestones;
- To guide and contribute to scientific and veterinary issues relevant to BAF Veterinary policy and strategic development;
- Adviser to the CEO and addressing veterinary issues and challenges;
- To advise and assist the CEO with research and the formulation of policies, strategies, objectives, setting standards and ensuring its effective implementation;
- To provide statutory services and advice in setting standards regarding the international trade of animal and animal products through effective coordination and guidance with other members of the Veterinary team;
- To advise and assist the CEO with research and the formulation of disease surveillance and control plans and its effective implementation;
- To advise CEO on the development and implementation of policies and technical matters relating to the veterinary domain along with providing clear and practical advice on the economic and environmental forces which influence animal health.
- To advise the Chief Executive Officer on animal health matters and on the implementation of relevant legislations;
- To provide technical oversight and coordinate with other public and private entities involved in animal health or the trade of animals and animal products with a view to enabling a coordinated, unitary and integrated animal health system for Fiji;
- To establish procedures for the approval of any quarantine station, official analyst, official laboratory or any other person or institution from the public or private sector involved in the implementation of animal health functions.

Main Activities

- Uphold the Biosecurity Act 2008 and all relevant biosecurity laws of Fiji;
- Guide, participate and contribute in executing Import Risk Analysis on animal and animal products;
- Guide, participate and contribute in the development and implementation of export and import protocols that follow the Office of International Epizootics (OIE) Guidelines and facilitate trade in accordance with the Fiji's World Trade Organization (WTO) obligations;
- Supervision and management of veterinary report forms and documents (Export/Import, Export Health Certificates, Laboratory reports) to ensure accuracy of the biosecurity trade requirements relevant to the traded animal or animal product;
- Control, facilitate and coordinate export procedures for animal and animal products;
- Inspection of processing establishments and investigation of complaints made against such establishments;
- Export certification of aquatic animal and companion animal exports;
- Supervise and implement statutory and voluntary disease control programs;
- Supervise and provide guidance in the performance of disease investigations and laboratory diagnosis;
- Supervise and provide guidance in the execution of animal disease surveillance;
- Review and maintenance of Disease Contingency Planning in respect of possible epizootic disease outbreaks;
- Maintain direct liaison with stakeholders on emerging issues concerning animal health issues and the trade of animal and animal products;
- Conduct Veterinary Consultations Nationally, Regionally and Internationally;
- Ensure the safe introduction and administration of veterinary drug therapeutics and accurate monitoring of imported Veterinary pharmaceuticals and antibiotics;
- Provide accurate information to OIE delegate;
- Respond to international information and communication requirements and comply with reporting and other duties under National, Regional and International bodies;
- Participate in standard settings activities of the WOAHP and other regional and international bodies relating to animal health;
- To perform any other duties as reasonably required by CEO.

Management of Staff and Resources

- Lead and manage the Veterinary Section;
- Ensure all personnel and resources assigned to the Veterinary Section are effectively utilized;
- Monitor team performance and identify training needs and provide coaching to staff;
- Oversee and authorizes staff leave(s), attendances, allowances and extra hours in your division.

Qualification & Experience

- Bachelor's Degree in Veterinary Science;
- Veterinarian eligible to be registered in Fiji under the Veterinary Surgeons Act;
- At least five (5) to seven (7) years of experience in the field of Veterinary Medicine and Veterinary Administration;
- Experience in National, Regional and International standard setting activities relating to Animal Health will be an added advantage.

Skills and Abilities

- Knowledge on Quarantine Protocol of animals, Import/Export of animal and Animal Products, Animal Disease Surveillance, Laboratory Diagnostics, Epidemiology and Biosecurity;
- Good understanding of modern farming and processing practices;
- Ability to work on one's own initiative within the statutory and policy framework;
- Strong teamwork, interpersonal and organizational skills;
- Strong customer service, leadership and managerial skills;
- Excellent communications skills (verbal and written);
- Proficient in Microsoft Excel, Word and Outlook and internet search engine usage;
- Able to deliver effective results and targets under pressure and within tight deadlines;
- Good judgement and decision making skills;
- Valid driving licence.

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 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