



## **JOB DESCRIPTION: ANIMAL HANDLER**

### **Job Purpose**

The post aims to provide services related to the Post Entry Quarantine (PEQ) facility which includes kennel operations and other veterinary related tasks to assist the animal section of the Biosecurity Authority of Fiji.

**Organizational Position:** The post holder will be based at PEQ station.

**Reporting to:** Veterinarian (Lab/PEQ/Central).

### **Principal Accountabilities**

- Provide services for the safe management and care of quarantine animals in BAF quarantine stations.
- Cooperate with Veterinarians, Station Officer – PEQ and other colleagues to execute BAF services.
- Assist in delivering of BAF services pertaining to Animal Section.

### **Key Activities**

- a. Feeding and exercise of animals
- b. Preparing food for animals
- c. Proper discard of animal beddings and quarantine material through incineration
- d. Proper discard of animal waste materials
- e. Proper screening and monitoring of imported animals
- f. Cleaning and sterilizing of animal kennels
- g. Maintain the Kennel compound pest free and in good hygiene at all times
- h. Maintenance of enclosures and ground layouts
- i. Maintain inventory related to cleaning and other suppliers
- j. Disinfection of cages
- k. Flea and tick wash of imported animals
- l. Facilitate visit by Pet owners
- m. Ability to meet and greet pet owners
- n. Assist Veterinary Officers on treatment of imported animals
- o. Handle imported animals safely with special care and effectively
- p. Inform Biosecurity Officer in charge, SO PEQ and veterinarian of any abnormalities shown by imported animals
- q. Laundry of animal beddings

- r. May be able to work after hours, weekends and Public Holidays
- s. Assist in laboratory and field work in relation to the activities of Veterinary Section when required or advised
- t. Perform other duties as reasonably required by the Chief Veterinary Officer, Principal Veterinary Officer, Senior Veterinary Officer ,Veterinary Officers, and Station Officer PEQ

### **Qualification/ Knowledge/Skills**

- a. A Diploma in Animal Health or Animal Husbandry or other agricultural, veterinary or animal related field
- b. Experiences with animals/ animal related field would be an advantage
- c. Good coordination, communication and facilitation skills
- d. Ability to handle and care animals in a friendly manner for keeping them calm and happy
- e. Demonstrate commitment to work with flexible approach to work, be a team player and be able to cover for others during absence
- f. Must be able/fit to travel locally
- g. Good communications skills (Verbal and Written)
- h. Good customer skills
- i. Knowledge in Microsoft Excel, Word, Outlook and internet search engine usage
- j. Able to work long or unsociable hours, weekends and public holidays
- k. A Group 2 Drivers license would be an advantage

#### **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**