



## **JOB DESCRIPTION - BIOSECURITY OFFICER**

### **Job Purpose**

This position is responsible for effectively conducting border, post border, monitoring & surveillance and awareness activities of BAF. The position will report directly to either to Shift Supervisor, Station Coordinator, and or Station Officer where applicable.

### **Nature and Scope**

The position of Biosecurity Officer is created to effectively implement the operations activities in line with approved strategies as outlined by BAF. The position reports and maintains close consultation with either to Shift Supervisor, Station Coordinator, and or Station Officer where applicable. The incumbent is expected to implement the strategies set out by the Supervisors or Station Officer in consultation with National Manager Operations.

The incumbent is to provide timely inspectional reports to the immediate supervisor and carry out relevant functions and duties as required under the Legislations governing BAF.

### **Roles and Responsibilities**

- Board aircraft/vessel and review documentations;
- Undertake aircraft/vessel inspection and ensure safe disposal of all refuse.
- Undertake cargo hold inspection and supervise cargo discharge.
- Disinfect aircraft/vessel if required;
- Screen manifest to determine regulated items.
- Supervise and Monitor Biosecurity regulated articles in transit.
- Conduct passenger profiling, screening of baggage, inspection and clearance.
- Ensure that import requirements are met before tailgate inspection and release of regulated cargo to Biosecurity Approved premises for further Biosecurity inspection and measures.
- Take appropriate action on any biosecurity risk items intercepted during inspection and or surveillance.
- Determine whether to penalise, prosecute or further investigate a non-compliance where appropriate and seek advice where required.
- Monitor garbage incineration.
- Supervise Biosecurity treatments.
- Provide Phytosanitary and Sanitary services too departing passengers and export consignment in compliance with the destination countries requirements.
- Screen international mails to detect regulated articles and inspect for biosecurity risk items.
- Collection of revenue for the activities carried out.

- Clearance of domestic vessel, aircraft, passenger, cargo and vehicle in relation to Domestic biosecurity requirements in place.
- Conduct monitoring & surveillance for both endemic and exotic pest and diseases.
- Effective implementation of biosecurity declarations in place.
- Maintain effective communications with the reporting officer on operational issues and risks.
- Ensure timely compilation and submission of reports required by supervising officer
- To perform other tasks as assigned by the Supervising Officer.

## **Position Specification**

### **Knowledge & Eligibility**

1. A Diploma in Agriculture or related field with 2 years of work experience in relevant field;
2. A Bachelor's degree in Agriculture or related field will be an added advantage
3. Driving licence will be an added advantage.

### **Skills & Ability**

- An ability to work in as team in a change environment
- Experience in Biosecurity services will be an added advantage.
- Consistently good customer service and ability to work under minimal supervision.
- Ability to perform effectively in rural situations
- Experience and knowledge in the identification of potential Biosecurity risks and issues
- Proven ability to implement policies and strategies effectively
- Good interpersonal and communication skills
- Demonstrated understanding of implementing Biosecurity operations and its policies in a service-oriented organisation
- Good verbal and written communication skills

## **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 nos. 23/2025 – 29/2025 will close on Friday, 3rd October 2025 at 05:00pm.
4. Applications for Vacancy no. 30/2025 will close on Friday, 26th September 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**