



**Ministry of Agriculture  
GOVERNMENT OF THE COOK ISLANDS**

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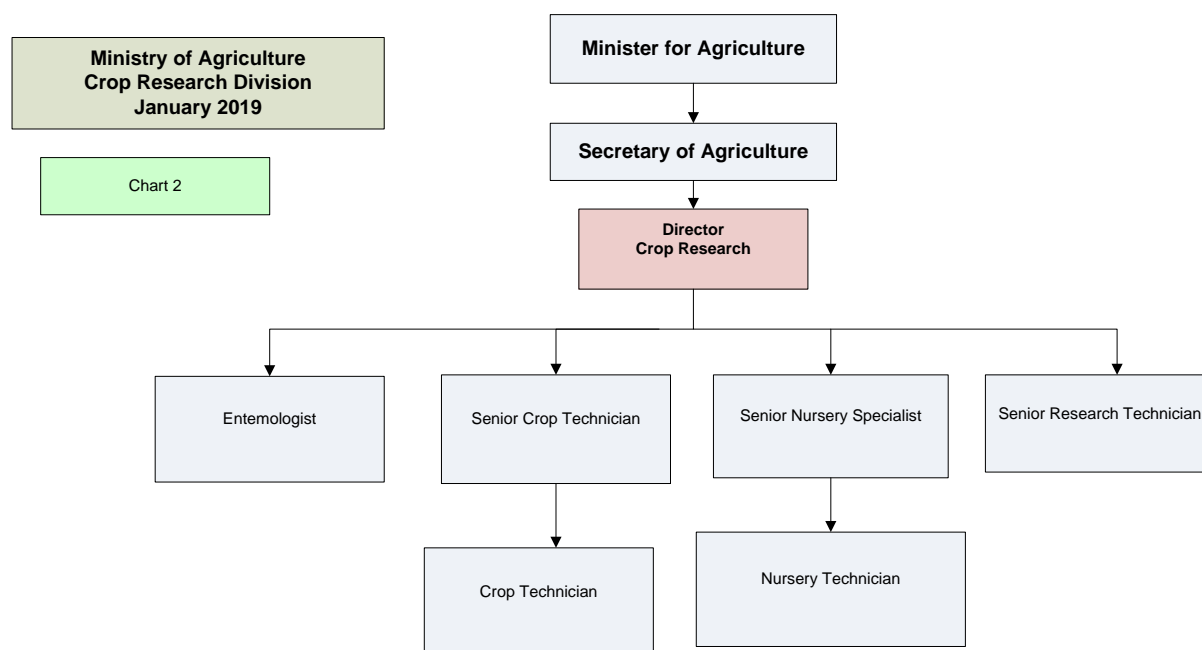
**POSITION SUMMARY**

<b>Job Title:</b>	Crop Technician
<b>Division:</b>	Crop Research
<b>Responsible To:</b>	Senior Crop Technician
<b>Responsible For:</b>	No staff
<b>Job Purpose:</b>	Research & Development of the horticulture industry in the Cook Islands
<b>Job Classification:</b>	
<b>Date updated:</b>	January 2019

**AGENCY VISION**

“Healthy Soils, healthy food, local and appropriate while sustaining our common livelihoods”

**ORGANISATIONAL STAFFING STRUCTURE**



**KEY RESULT AREAS (KRA'S)/OUTPUTS**

KRAs for this position (maximum of 6)	Key Performance Indicators (use <i>SMART principles</i> )
<b>KRA 1: Sustainable crop production system</b> <ul style="list-style-type: none"> <li>Promote sustainable (biological and organic) farming systems</li> <li>Minimize adverse effects to the environment and human health</li> <li>Encourage production of safe, highly nutritious, and health benefit crops</li> <li>Explore resilient food crops that are tolerant of climate change and promote traditional and</li> </ul>	Jobholder is successful when: <ul style="list-style-type: none"> <li>Farmers are satisfied with the new farming systems</li> <li>Highly nutritious crops such as plantain type bananas, yams, certain fruits and leafy vegetables are sold at the Punanga Nui and other markets</li> <li>Equipment is in good working order</li> </ul>

<p>organic growing techniques for taro and other traditional crops such as Puraka, Yams, Ti, Kape</p> <ul style="list-style-type: none"> <li>• Promote resilient food crops that are tolerant of climate change and encourage traditional and organic growing techniques and traditional food crops for times of emergencies</li> <li>• Provide appropriate support to other service strands as appropriate.</li> <li>• Maintain all equipment in proper working order</li> <li>• Report any maintenance requests to the Senior Crop Technician in a timely manner</li> <li>• Followup progress or repair</li> <li>• Report any incidences immediately to the SCT</li> <li>• Maintain appropriate equipment in good working order and be able to use that machine to support work.</li> </ul>	<p>at all times</p> <ul style="list-style-type: none"> <li>• Mitigation of incidences managed</li> </ul>
<p><b>KRA 2: Crop research and development planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Senior Crop Technician (SCT) in the implementing of crop development programmes in-line with market demands</li> <li>• Enhance sustainable farming systems (biological and organic)</li> <li>• Promote highly nutritious foods to improve human health</li> <li>• Assist with implementing food programmes aimed at mitigating the impact of changing climatic conditions on food security</li> <li>• Carry out promotional and educational work, as required.</li> <li>• Prepare and produce concise and accurate communication, presentation and reports at meetings</li> <li>• Represent the Unit/Ministry at meetings, committees or other groups;</li> <li>• Participate in the annual performance framework of the Ministry ensuring performance development goals are completed at the start of each year and approved by the SCT and Director</li> <li>• Complete the annual performance appraisal template recording achievements against objectives and submit to the SCT on due dates</li> <li>• Keep abreast of crop knowledge by completing online courses or literature review</li> <li>• Participate in monthly continuous professional development opportunities</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>• Development programmes designed and implemented in-line with stakeholder needs, market preferences, climate impact mitigation, and promote health</li> <li>• Farmers well aware of programs developed by the Ministry</li> <li>• Accurately reflect Ministry views at stakeholder meetings</li> <li>• Participation in an effective performance management framework for all staff in the division</li> </ul>
<p><b>KRA 3: Plant genetic resources for food and agriculture</b></p> <ul style="list-style-type: none"> <li>• Assist the SCT and Research Technicians in managing programmes to enhance the conservation, use, and exchange of plant genetic resources</li> <li>• Assist with the field management of introduced plant varieties and species to enhance plant genetic resources bank and for food security</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>• Use of important food crops are enhanced for improved food security and health</li> <li>• New plant varieties and species e.g. MD-2 pineapples, dragonfruit, and longan are introduced and promoted on the local markets</li> </ul>

<ul style="list-style-type: none"> <li>Assist with the day-to-day field activities of the Taro Improvement Programme aimed at the generation of new varieties tolerant of the Taro Leaf Blight disease</li> </ul>	<ul style="list-style-type: none"> <li>New Taro varieties made available to local farmers and to the Centre for Pacific Crop and Trees for long-term conservation</li> </ul>
<b>KRA 4: Stakeholder collaboration</b> <ul style="list-style-type: none"> <li>Assist the SCT and Research Technicians in collaborative activities with national stakeholders such as health, education, environment, outer islands government, climate change office, community and women groups</li> <li>Assist farmers and farming communities</li> <li>Enhance collaboration with regional and international organizations such as the Secretariat of the Pacific Community-Land Resources Division, and the Food and Agriculture Organization of the United Nations</li> <li>Assist with technical support for agricultural development</li> </ul>	Jobholder is successful when: <ul style="list-style-type: none"> <li>Successful joint programmes with other stakeholders e.g. school gardening, non-communicable disease prevention</li> <li>Joint programmes with international organization such as the Taro Improvement Programme and exchange of Plant genetic Resources for food security</li> <li>Technical support available for agricultural development</li> </ul>

### WORK COMPLEXITY

*Indicate most challenging problem solving duties typically undertaken (3-4 examples):*

1	Growing-out and nursery management of tissue cultured plantlets
2	Morphological characterization of important species and varieties of crops such as Taro Banana & Plantain, Sweet potatoes, Cassava, Yams
3	Implementing the Taro Improvement Programme including the selection of superior lines for further breeding work and farmer cultivation

### AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	No

### FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Director	<b>Minimal:</b> reporting	Farmers	<b>Heavy:</b> provide advice, plant materials, information and promote agricultural initiatives
SCT	<b>Heavy:</b> reporting, advising	Outer islands agriculture division, Non-Government agencies	<b>Heavy:</b> share information/resources
Other divisions	<b>Minimal:</b> supporting		

### QUALIFICATION (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Diploma in Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Agriculture</li> </ul>

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<p>At least 5 years working in the field of agriculture</p> <p>Be able to establish, in any given situation, the relevant guidance material and works which are of an advisory nature.</p> <p>Good standard of general health.</p> <p>Ability to undertake inspections, investigation, collecting samples</p> <p>Responds positively to challenges and changes.</p> <p>Positive attitude to farmers and customer service.</p> <p>Able to work outside normal hours. Able to work in a team.</p> <p>Committed to achieving high and improving performance.</p> <p>Willingness to use own initiatives.</p>	<p>At least 5 years working in the field of agriculture</p> <p>Be able to establish, in any given situation, the relevant guidance material and works which are of an advisory nature.</p> <p>Good standard of general health.</p> <p>Ability to undertake inspections, investigation, collecting samples</p> <p>Responds positively to challenges and changes.</p> <p>Positive attitude to farmers and customer service.</p> <p>Able to work outside normal hours. Able to work in a team.</p> <p>Committed to achieving high and improving performance.</p> <p>Willingness to use own initiatives</p>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<p>Competent in both Maori and English languages</p> <p>Promote sustainable farming systems and good agricultural practices to the community.</p>
<b>Advanced</b>	<p>Research into various food crops</p>
<b>Working</b>	<p>Able to deliver day to day programme, tasks and the strategic objectives of the department</p> <p>Intermediate computer skills</p>
<b>Awareness</b>	<p>Sustainable farming practices</p>

## CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

\_\_\_\_\_  
HoM/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date