



## JOB DESCRIPTION

Job Title:	<b>Animal Health and Production Officer</b>
Division:	Land Resources Division (LRD)
Work Unit:	LRD Pillar 3: Sustainable Agriculture Programme
Responsible To:	Animal Health and Production Specialist – Sustainable Agriculture
Responsible For:	LRD Sustainable Agriculture Programme Linkages No. of Direct reports - 0
Job Purpose:	The Animal Health and Production Officer provides technical services in animal health and production related matters at country and regional level. Specifically, the role entails the provision of services on request by the Member countries and documentation and dissemination of results to partners and stakeholders through existing information and knowledge management platforms. S/he will also support the Animal Health and Production Specialist in developing new and scaling of existing program results.
Date:	June 2021

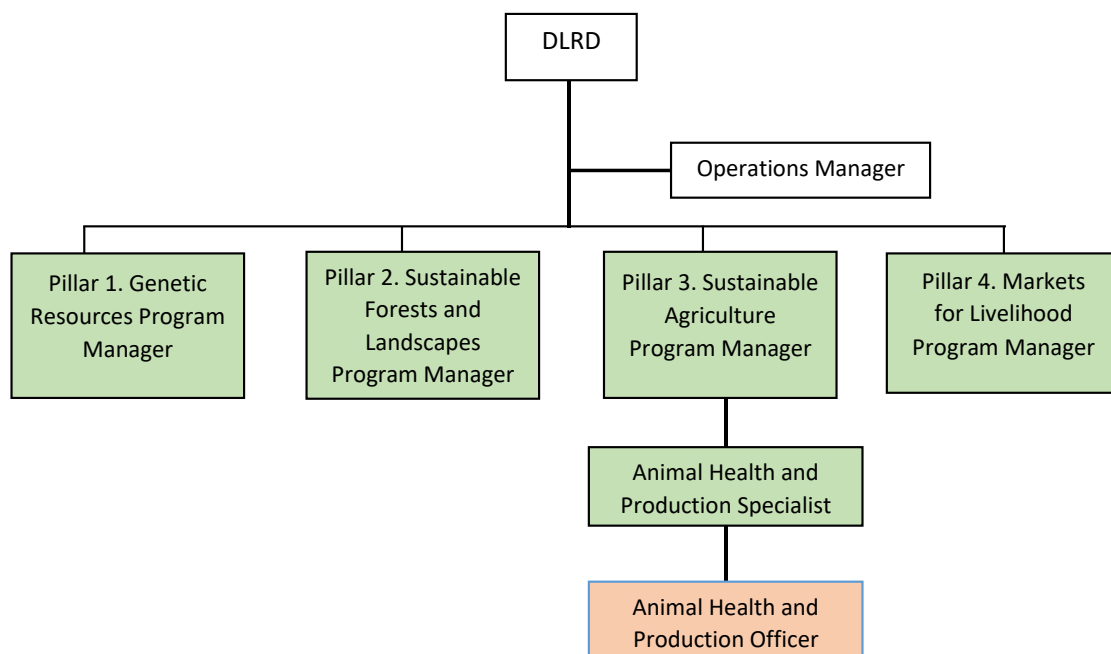
### Vision:

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

### Organisation Context:

The **Land Resources Division (LRD)** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs) on all aspects of agriculture and forestry. This includes plant protection, conservation, plant genetic resources, animal health and production, agroforestry, biosecurity and trade facilitation, and sustainable systems for agriculture, forestry and land management. This work has two objectives: improved food and nutritional security, and resilient communities. The division’s services are provided through seven technical/thematic teams: Animal Health and Production; Plant Health; Biosecurity and Trade Facilitation; Forest and Agriculture Diversification; Crop Production and Extension; Genetic Resources; and Forests and Trees.

### Organisation Chart:



### Key Result Areas:

The position of **Animal Health and Production Officer** encompasses the following major functions or Key Result Areas:

#### **KRA 1: Technical support to countries**

Provide support in the design of animal health and production activities to improve sustainable livestock production and productivity related to animal feeds and feeding, breeds and breeding, animal health management, animal housing and waste management.

#### **KRA 2: Communication and information dissemination**

Facilitate tracking of implementation progress of programme activities and document, process, manage and disseminate results to partners and stakeholders through existing information and knowledge management platforms and support advocacy needs for the sustainability and scaling of programmes.

#### **KRA 3: Monitoring and reporting**

Prepare and edit reports, manuals, guidelines and other specialized publications relating animal health and production programmes. Provide support to AH&P Specialist, the PMEL Senior Advisor, Sustainable Agriculture team and member countries on developing impact pathways.

#### **KRA 4: Programming and coordination**

Support the Animal Health and Production Specialist (AH&P) in the programming, development and coordination of animal health and production related issues in the Pacific.

***The requirements in the above Key Result Areas are broadly identified below.***

Jobholder is accountable for	Jobholder is successful when
<p><b>Programming and coordination</b></p> <ul style="list-style-type: none"> <li>▪ Support programme development and resource mobilisation through stakeholder consultation at regional and national events.</li> <li>▪ Plan, organize and coordinate countries' participation in regional and international scientific and technical meetings and fora.</li> </ul>	<ul style="list-style-type: none"> <li>• Outbreaks of animal health issues are identified early, communicated and response plans established</li> <li>• New partnerships identified and mobilised Effective &amp; efficient coordination of in country activities with partners</li> </ul>

<ul style="list-style-type: none"> <li>▪ Liaise with national stakeholders in mobilising communities in the implementation of animal health and production activities.</li> <li>▪ Coordinate and identify capacity building needs of countries in animal health and production and deploy technical support to address capacity needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient and effective support rendered to all stakeholders</li> <li>• Results of successful interventions taken to scale</li> </ul>
<p><b>Technical support to countries</b></p> <ul style="list-style-type: none"> <li>▪ Assist member countries in developing capacities in early warning systems and response to outbreaks of animal health concerns</li> <li>▪ Provide technical assistance and training on animal health through paravet training, animal disease surveillance, food safety and emergency response plan (ERP). Assist countries in developing training, extension, research and human resources development programmes related to animal health and production and emerging health concerns. Provide technical support to countries on animal welfare, genetics and husbandry practices including one health approach.</li> <li>▪ Provide technical assistance to PICTs related to animal disease status reporting to the World Animal Health Information System (WAHIS).</li> </ul>	<ul style="list-style-type: none"> <li>• Member countries are capacitated in designing where applicable animal health related policies to respond to outbreaks of animal pests and diseases;</li> <li>• Animal health and production training guidelines developed and implemented in countries</li> <li>• Community based animal programmes developed and supported</li> <li>• Animal husbandry practices promoted to countries</li> <li>•</li> </ul>
<p><b>Communication and information dissemination</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate work planning, communicating and reporting activities and services delivered in countries.</li> <li>▪ Deliver communication and media products that promote AH&amp;P through existing networks, information and knowledge management platforms and other communities of practice</li> <li>▪ Coordinate and implement animal health and production visibility programme activities</li> <li>▪ Coordinate, maintain and dissemination of technical information through PHOVAPS, PACVET, PARAVET, AnGR, PAHLNET mailing lists.</li> </ul>	<ul style="list-style-type: none"> <li>• SPC - LRD provides timely delivery and dissemination of media products (newsletters, good agricultural practice notes) and activity reports</li> <li>• Scaling and visibility of results have increased</li> <li>• Efficient facilitation of events with outcomes documented and communicated to stakeholders</li> </ul>
<p><b>Monitoring and reporting</b></p> <ul style="list-style-type: none"> <li>▪ Prepare and edit reports, manuals, guidelines and other specialized publications relating animal health and production programmes.</li> <li>▪ Facilitate tracking of implementation progress of programme activities and document and disseminate results and impacts internally to assist with integrated programme development and externally to stakeholders and donors to raise awareness and visibility of SPC</li> </ul>	<ul style="list-style-type: none"> <li>• Contributions have been made to a sustainable impact pathway</li> <li>• Timely preparation and submission of progress, financial and end reports</li> <li>• Undertake general support and other duties commensurate with the grade whenever possible or as required</li> </ul>

**Note**

*The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.*

**Work Complexity:**

Most challenging duties typically undertaken:

- Coordination and implementation of assigned activities under tight deadlines and extended travel time away from home
- The ability to apply the needed skills to manage the interactions between partners
- Ensuring partnership implementation is on track with proper financial acquittals documentation

**Functional Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>▪ SPC member countries and territories</li> <li>▪ Extension and advisory services, training institutions, research institutions, and key private sectors</li> <li>▪ Regional and national networks</li> <li>▪ Donors and development partners</li> <li>▪ Crop Agencies and other regional bodies and associations</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison, information sharing, meetings, planning and implementation of work activities through joint partnerships</li> <li>• Partnerships/collaborations on identification and implementation of best practices and scaling</li> <li>• Collaboration and joint approaches for complementary project activities and on-going /planned activities with stakeholders</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>▪ LRD Directorate (ICKM, Research for Development and Operations)</li> <li>▪ LRD Pillars and Senior Technical Advisors</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated approach to implementation of cross cutting programmes</li> <li>• Joint planning, implementation and reporting</li> </ul>

#### Level of Delegation:

Routine Expenditure Budget: zero

Budget Sign off Authority without requiring approval from direct supervisor: zero

#### Person Specification:

##### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Degree in Agriculture, animal production/science or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate degree with specialisation in animal production/science is an advantage</li> </ul>

##### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 7 years' experience in programme or project coordination/management</li> <li>• Proven experience in negotiating, building and maintaining professional, client-focused relationship and mutually beneficial partnerships</li> <li>• Strong communication and interpersonal skills, creative thinker and ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with donor project management [report writing, planning, coordination, implementation and financial acquittals]</li> <li>• Proven experience in coordinating and managing regional partnerships and networks</li> <li>• Demonstrated understanding of emerging issues relating to agricultural development in the Pacific</li> </ul>

##### Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Demonstrate high level of initiatives and be innovative
Advanced level	Understand the purpose of the partnership, needs of partners and stakeholders
Working Knowledge	Excellent budget management skills and ability to coordinate efficiently with multi partners and staff, in a diverse and multi-cultural environment.
Awareness	Excellent oral and written communication skills

**Key Behaviours**

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

**Personal Attributes**

- Self-motivated
- Honest, reliable and dedicated
- Positive; sociable
- Well organised and able to manage deadlines
- Patient, amiable and good humoured.

**Selection Criteria**

In addition to having the above required knowledge, skills and experience, applicants will be assessed based on interview performance and work sample and the following other requirements:

- Aptitude for the provision of high quality service;
- Clarity, confidence and articulateness in both oral and written communication;
- Strong analytical skills and the ability to master new material quickly;
- Project Management Experience;
- Ability to set priorities successfully in order to meet tight deadlines;
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies;
- Ability to work effectively in a cross cultural environment; and
- Willingness to undertake frequent travel both within and outside the region.

**Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date