

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Agriculture/Horticulture Officer
- 1.2 Position Level:** P4
- 1.3 Major Group:** Agricultural & Livestock Services Group
- 1.4 Sub Group:** Agriculture/Horticulture Production .Services
- 1.5 Job Code No.:** 01-110-04
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: NA; Department: NA, Division:
X; Section: X; Unit:
NA.
- 1.7 Title of First Level Supervisor: (Official title of Supervisor). Sr.**
Agriculture Officer
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- 2. PURPOSE, DUTIES AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what are done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

PURPOSE:

Duties and Responsibilities	% of Time
▪ Suggest and write project proposal in the specific agriculture development. Participate in project appraisal	20
▪ Draft work plan and progress reports. Undertake monitoring and evaluation of concern development programmes	15
▪ Act as a resource person in the in-country training programme for field staff. Guide field staff in the technical aspects of production development	15

<ul style="list-style-type: none"> ▪ Perform, guide and supervise basic/need-based research. 	15
<ul style="list-style-type: none"> ▪ Record and maintain data related to production, pests and diseases. Be able to guide farmers in proper crops management practices 	10
<ul style="list-style-type: none"> ▪ Carry out variety of trials and find the most suitable variety of crops for the geog and location specific 	10
<ul style="list-style-type: none"> ▪ Prepare extension materials for information dissemination 	10
<ul style="list-style-type: none"> ▪ Perform related works as may be assigned or required 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 Education

A minimum of a Bachelor's Degree in Agricultural Science/Horti production

3.2 Training

3.3 Length and type of practical experience required:

Previous experience is not required for Bachelors Degree holders.

3.4 Knowledge of language(s) and other specialized requirements:

Good command over written and spoken Dzongkha as well as English.

Knowledge of Policies, Rules, Regulations and procedures in particular policies on agricultural development

Should have the ability to communicate with farmers

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

Performs variety of duties that would mostly include professional work and some administrative work. With the technical guidance from higher-level professionals, work involves carrying out agriculture related works in the field. Shall perform simple research oriented work, document the findings and disseminate the information to the farmers through extension materials. Shall also train farmers on the crops management aspects

6. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The report feedback and the achievements attained will have influence on the national level development of agriculture policies. His/Her work will have positive effect on the income of the farmers.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

- 6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

Senior officials may issue instructions to this officer in relation to the activities to make him more competent and bring about good results that can be disseminated to the farmers.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

Broad guidelines are available as rules, regulations and policy documents.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The incumbent has to be in constant contact with the field level staff of both the extension and research staff of the ministry and also with the diverse farming communities with their diverse needs.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

Generally supervises 6-10 junior level staff and sometimes may perform the duties of a Project Manager.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Will have to travel to different parts of the country to carry out the Agriculture development activities and diffusion of extension messages under extreme weather and uncomfortable work conditions