

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

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Asst. Agriculture/Horticulture Officer
- 1.2 Position Level:** P5
- 1.3 Major Group:** Agricultural & Livestock Services Group
- 1.4 Sub Group:** Agriculture/Horticulture Production Services
- 1.5 Job Code No.:** 01-110-13
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: ___NA___; **Department:** ___NA___, **Division:** ___NA___
Section: ___X___; **Unit:** ___X___.
- 1.7 Title of First Level Supervisor: (Official title of Supervisor).**
 Agriculture/Horticulture Officer

2. 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
<ul style="list-style-type: none"> ▪ Perform, guide and supervise basic/need-based research and guide field staff in the technical aspects of Agricultural production development. Be able to guide farmers in proper orchard management practices 	35
<ul style="list-style-type: none"> ▪ Record data and other related information on production, pests and diseases. 	20

<ul style="list-style-type: none"> ▪ Assist to carry out varietals trials and find the most suitable variety of horticultural crops for the country ▪ Prepare extension materials for information dissemination 	20
<ul style="list-style-type: none"> ▪ Prepare reports on activities undertaken. Make field visits as and when required 	10
<ul style="list-style-type: none"> ▪ Perform related works as may be assigned or required. 	10
	5

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

3.1. Education

Cl. XII with Diploma (Agri Hort Science)/In-service with Diploma

3.2 Training

Specialization training in the field of work

Advanced training in productions

3.3 Length and type of practical experience required:

Minimum of 4 years of experience in the capacity of Agriculture /Horticulture Support I or equivalent experience.

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

Good command over written and spoken Dzongkha as well as English

Knowledge of other dialects will be an added advantage

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.*

The incumbent performs variety of duties including some administrative work. With the technical guidance from higher-level professionals work involves carrying out all agriculture related works in the field. May perform and conduct small-scale scientific research on a given crop, document the findings and disseminate the information to the farmers through extension materials.

Superiors may occasionally review adherence to the sound practice of the professional effectiveness of the work. Work involves application of broad basic knowledge in the field of horticulture. Should be able to supervise the subordinates on the routine activities.

5. **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 success of any programme/activities at the field level is largely dependent on the initiatives taken at this level. The information generated and data recorded will play a vital role in the formulation of agriculture policies by the high level professionals for the development of commodity development practices of the country.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

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

The superior provides specific written guidelines and instruction. But while on field he is often required to use his own interpretation to suit the situation at hand.

- 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.*

Manuals and policy papers would be available as guidelines

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

Has a great role in bonding the linkages between the farmers and the service institutions or research centers.

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

Supervises the work of 3-5 Supervisors and large number of field workers

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 commodity development programmes and diffusion of extension messages under extreme weather and uncomfortable work conditions