

## Position Framework

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<b>Position Title:</b>	Field Officer
<b>Reporting to Position Title:</b>	Head (Farm Advisory Services)
<b>Vacancy Ref:</b>	HRCons/01/2010
<b>Area of Activity:</b>	APS Consult Ltd

## Position Content

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### Overall Purpose:

Reporting to the Head (Farm Advisory Services), the Field Officer will contribute to the successful delivery of Farm Advisory Services and projects in agriculture and livestock management. The incumbent will be expected to lead projects or sub-projects and undertake general administration work associated with Farm Advisory Services, agricultural sector activities and general activities associated with the operations of APS Consult.

### Functions and Duties:

To offer first line of support activities to clients under the tutorship of the Head (Farm Advisory Services), Consultants or Specialists, and undertakes the following activities:

- Carries out farm visits and collects and analyses data, and prepares reports relating to GAEC, Cross Compliance and farm advisory support;
- Prepares fertilizer, farm management or business plans;
- Solves problems and/or creates solutions, including compilation of EAFRD measure applications;
- Liases with all concerned entities to ensure timeliness of tasks and delivery;
- Provides specific technical support to farmers, co-operatives, producer organisations, agricultural SME"s and other entities involved in the rural sector and where necessary also provide publications (magazines, leaflets, guides, maps, etc), radio and TV adverts for promotion;
- Researches and keeps up to date with any relevant developments taking place;
- Has the ongoing responsibility to raise awareness and increase interest among all potential customers and will be actively engaged in ensuring follow up and implementation plus familiarising stakeholders to make them more acquainted with various FAS and associated services;

- Acts as a catalyst, to publicise and promote services by organising, necessary local promotion and support;
- Contributes to the establishment of client and supplier networks, and attracting new business to APS Consult;
- Carries out other sundry functions related to consulting services in general and any other duties that may be delegated from time to time.

**Required skills:**

- Technical background in the field of agriculture, agribusiness or any other related expertise;
- Excellent interpersonal skills, showing ability in dealing with people at all levels; excellent communication skills, both oral and written;
- Ability to use every possible way to reach out and communicate with stakeholders, particularly the farming community on FAS, Cross Compliance, GAEC and RD issues;
- Familiarity with the rural sector, EU and supported agricultural measures, particularly MRAR departments and their operations;
- Knowledge of agricultural practices;
- Ability to establish and maintain effective working relationships with farmers or their representatives, agricultural associations and private concerns, government entities and officials and all concerned entities;
- Undertaking of tasks with analytical methodology, identifying recommendable solutions and implementing them within set target times.

**Job Requirements**

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**Education and Training:**

This post is open to applicants in possession of a degree or at an advanced stage in the attainment of a degree in agriculture, livestock, agribusiness, biology, chemistry, environmental science or equivalent qualifications. Incumbents are expected to 'think out of the box', be talented in building networks and have a strong will to succeed. They must further:

- be proficient with major issues, with a degree of background in agriculture, crop/ plant science, horticulture, soil science and environmental issues;
- be fluent in the Maltese and English;

- have a good understanding of the business consulting function and strong information technology skills;
- be prepared to work at irregular hours;
- have a valid driving licence;
- be computer literate;
- have excellent team-working skills.

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**Deadline for Applications: 1<sup>st</sup> March 2010**

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### **CALL FOR APPLICATIONS – FIELD OFFICER (APS CONSULT)**

Applications are invited from members of staff who are interested in being seconded to the Bank's subsidiary APS Consult Limited to undertake the position of **Field Officer**.

Reporting to the Head (Farm Advisory Services), the selected candidate will contribute to the successful delivery of Field Advisory Services and consulting projects. The incumbent will be expected to lead projects or sub-projects and undertake general administration work associated with the Farm Advisory Services activity and APS Consult as per the attached "position profile".

This post is open to staff members in the signatory clerk or supervisory grade, who are preferably in possession of a degree or at an advanced stage in the attainment of a degree in Agriculture, Livestock breeding, Agribusiness, Biology, Chemistry, Environmental Science or equivalent qualifications. Incumbents are expected to 'think outside the box', be talented in building networks and have a strong will to succeed.

Final selection for these positions will be subject to the successful completion of a Field Officers Competency Certificate course that will be undertaken following initial engagement.

Applications, that should include an updated *Curriculum Vitae* and covering letter, are to be forwarded to the General Manager (APS Consult) by latest 16<sup>th</sup> May 2008. The closing date will be strictly applied.