Ministry: Agriculture, Food Technology and Natural Resources

Post: Agricultural Superintendent

Salary: Rs 16,670 x 600 - 19,670 (SCI 38)

Effective Date: 1 June 2000

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Officer who

(a) reckon at least four years’ service in a substantive capacity in the grade;

(b) have organising and supervisory abilities; and

(c) have good communication skills.

Duties:

1. To assist the Head of Division concerned and the Senior Agricultural Superintendent in the administration and technical management of the Division.

2. To supervise junior staff and advise them on technical matters relating to their duties.

3. To liaise with Ministries and other Government departments, parastatal bodies and non-government organisations for the smooth running of the Division.

4. To assist the Head of Division concerned and the Senior Agricultural Superintendent in the formulation of agricultural policies or the implementation of agricultural programmes.

5. To coordinate and supervise activities in the various stations of the Division/Section/Unit.
6. To prepare and monitor the work programme of the
Division.

7. To plan and execute maintenance programmes for
buildings and equipment.

8. To assess resource needs for Division/Section/Unit, prepare
budget and control expenditure.

9. To ensure timely provision of inputs for research and other
projects.

10. To organise guided tours, competitions, exhibitions,
meetings, talks, seminars and workshops for the benefit of
farmers.

11. To allocate resources to individual projects.

12. To supervise and assist in the preparation of extension
messages, advisory publications, displays and other
materials for mass media.

13. To prepare and assist in the preparation of annual and
progress reports.

14. To advise and act as facilitator to research staff in the
conduct of farm surveys and other data collection
operations.

15. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

for Permanent Secretary

Date: 01 JUN 2000