

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

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Agriculture/Horticulture Support II
- 1.2 Position Level:** S2
- 1.3 Major Group:** Agricultural & Livestock Services Group
- 1.4 Sub Group:** Agriculture/Horticulture Production Services
- 1.5 Job Code No.:** 01-110-07
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: ___NA___; Department: ___NA___, Division:
___X___; Section: ___X___; Unit:
____X_____.
- 1.7 Title of First Level Supervisor: (Official title of Supervisor).** Agriculture/
Horticulture Supervisor I

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
<ul style="list-style-type: none"> ▪ Guide field staff in the technical aspects of commodity development and assist to record data related to production, pests and diseases. 	35
<ul style="list-style-type: none"> ▪ Guide farmers in proper orchard management practices by working along with them. Assist to carry out variety of trials and find the most suitable variety of crop for a location specific. 	30
<ul style="list-style-type: none"> ▪ Make field visits as and when required 	20
<ul style="list-style-type: none"> ▪ Prepare reports on activities undertaken. 	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

Cl. XII with Diploma (Agri Hort Science)/Inservice with Diploma

3.2 Training

Appropriate training in the field of work

3.3 Length and type of practical experience required

Fresh Entry/4 years as Agriculture/Horticulture Support III 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 work is mostly fieldwork and under supervision.

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.*

Has influence in the success of any programmes designed to benefit farmers. His/Her work will have positive effect on the agriculture development 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.*

Senior level professionals provide specific instructions and guidelines in carrying out fieldwork in the most appropriate manner.

- 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*

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

Need to have good rapport with the farmers and also maintain linkages with his counterpart in the Research organization.

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 field workers and farm helpers

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 commodity development activities and dissemination of production information under extreme weather and uncomfortable work conditions