

MINISTRY : FORESTRY RANGE AND SOIL CONSERVATION
DEPARTMENT : SOIL CONSERVATION
SECTION : WATER HARVESTING
TITLE : PRINCIPAL CONSERVATION OFFICER
GRADE : H
RESPONSIBLE TO : CHIEF CONSERVATION OFFICER
No. OF POSITIONS : ONE (1)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF THE CHIEF CONSERVATION OFFICER, THE INCUMBENT WILL BE RESPONSIBLE FOR PLANNING OF FIELD OPERATIONS ACTIVITIES WITH REGARD TO WATER HARVESTING STRUCTURES; FACILITATION OF WATER HARVESTING AND CONSERVATION PROGRAMME; PREPARATION OF THE SECTIONAL BUDGET; AND SUPERVISION AND TRAINING OF SECTIONAL STAFF.

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MAIN DUTIES

1.PLANNING OF WATER HARVESTING AND CONSERVATION ACTIVITIES

- 1.1 Identifies soil and water conservation operational areas and prioritise accordingly to facilitate the pursuit and accomplishment of material and departmental objectives.
- 1.2 Liaises with other sectional heads within the Department and the Non-Governmental Organisations (NGO's) to identify their activities that relate to soil and water conservation department with the purpose of harmonising work relations as well as avoiding duplication of efforts.
- 1.3 Develops guidelines on the basis of ministerial and departmental top priorities to ensure appropriate and comprehensive development of sectional plan.
- 1.4 Review sectional plans and makes necessary adjustments in order to re-align it with the changing environmental demands and conditions.

2.FACILITATION OF WATER HARVESTING AND CONSERVATION STRUCTURES

- 2.1 Develops guidelines and sets targets to ensure that water harvesting activities are implemented in a logical and systematic manner for enhanced efficiency and effectiveness.
- 2.2 Interprets and clarifies the operational designs into operational plan to facilitate proper implementation of water harvesting structures.

2.3 Establishes, with liaison with the local communities, water harvesting and conservation activities and meet social and environmental needs to ensure their local and international acceptance and support.

2.4 Facilitates procurement of the necessary operational resources to ensure the execution of the sectional programmes and projects effectively and efficiently.

2.5 Monitors and supervises construction of the water harvesting structures.

2.6 Develops the general guidelines to guide the conservation staff on the proper and efficient ways of utilising and maintaining the section operational facilities, materials and equipment in order to enhance their productivity, profitability and long life.

2.7 Reviews the implementation of sectional programmes and projects and the provided guidelines in order to facilitate their adjustments and re-alignment to the changing environment and social conditions in case of necessity.

3.COORDINATION OF WATER HARVESTING AND CONSERVATION ACTIVITIES

3.1 Participates in regional and international forums and meetings in order to share and acquire improved and best services in the implementation of water harvesting operational activities so as to improve tactfulness and efficiency of the Water Harvesting Section.

3.2 Liaises with the NGO's on the implementation of their water harvesting operational programmes to ensure adherence to the set standards and best practises.

3.3 Convenes meetings with the sectional staff members in order to harmonize their sectional activities to bring about necessary cooperation and encourage coordinated implementation of programmes as well as effective use of limited resources.

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4.PREPARATION OF THE SECTIONAL BUDGET

4.1 Liaises with the Head of Division and the sectional staff to facilitate the prioritisation of the sectional programmes, projects and activities in line with the departmental annual priorities in order to lay the solid and smooth foundation for the sectional budgeting process.

4.2 Prepares the overall sectional to ensure that sectional programmes and projects will be accordingly funded and implemented smoothly.

4.3 Negotiates and justifies the sectional budget at the divisional level budget discussions in order to secure the necessary funds to finance the sectional activities.

4.4 Recommends the revision of the sectional budget to the Head of Division whenever the need arises to realign the changes in the sectional business plan to facilitate implementation of the critical programmes and activities within the section.

5.SUPERVISION AND TRAINING OF SECTIONAL STAFF

5.1 Holds monthly meetings with the sectional under his/her supervision to facilitate the sectional planning and reporting.

5.2 Convenes quarterly meetings with the individual supervises to review progress and accordingly authorises/approves the required and necessary revisions.

5.3 Conducts annual performance appraisal on the individual supervisees to assess their performance as to identify their success, failures and training/development needs in order to provide the necessary support.

5.4 Designs and develops training manuals on soil and water conservation for the sectional staff in order to facilitate, revitalize and develop their technical-know-how on water conservation operational issues and trends.

5.5 Conducts and facilitates the training and development of the sectional staff on water conservation operational issues in order to enhance their technical expertise, competence and effectiveness.

5.6 Monitors the post-training and development performance of the sectional staff in order to establish the extent and impact of the undertaken training and development programmes in order to take the necessary action.

JOB SPECIFICATION

Education and training requirements:

Master of Environmental Sciences/ Physical Geography or Natural Resources Management plus three (3) years' working experience in soil and water conservation work-related.

OR

Bachelor's Degree in Environmental Sciences/ Physical Geography or Natural Resources Management plus four (4) years' working experience in soil and water conservation work-related.

OTHER NECESSARY KNOWLEDGE AND SKILLS

- Good map-reading skills
- Good managerial and leadership skills
- Thorough knowledge of international environmental care and principles.
- Good interpretation and analytical skills
- Good report writing skills.

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Applications on relevant forms, GP103 for non-serving officers and GP104 for serving officers accompanied by certified copies of educational certificates and transcripts should be addressed to :

**The Principal Secretary
Ministry of Forestry, Range and Soil Conservation
P.O. Box 774
Maseru 100**

OR

Hand delivered to the Registry office at the Ministry of Forestry, Range and Soil Conservation not later than Friday the 09th March 2018.

**Mr. N. MATETE
PRINCIPAL SECRETARY
MINISTRY OF FORESTRY, RANGE
AND SOIL CONSERVATION**



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