

TERMS OF REFERENCES FOR BASIC OPERATORS (ESPs-FARM ATTENDANTS), ARDC, BAJO

1. Job identification

1.1	Position Title	Basic Operators/ESP
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, ARDC, Bajo
1.10	Official Title of Supervisor	Program Director

2. Duties and responsibilities

Following are the specific job responsibilities in general which mostly involves machinery operations and physical works the ESPs will have to attend the farms on daily basis.

- 2.1 Report directly to the Program Director, ARDC, Bajo, and Administrative Officer, & JICA Experts,
- 2.2 Work under the supervision of JICA Experts,
- 2.3 Maintenance of water pumps and sprinkler systems,
- 2.4 Maintenance of fences and parts of equipment,
- 2.5 Operate farm machinery/field equipment as per instruction of field staff/researchers/JICA Experts,
- 2.6 Carry out timely service and maintenance of farm machinery/field implements as per instruction of field staff/researchers/JICA Experts,
- 2.7 Assist Research Officers/ Research Assistants/JICA Experts as and when instructed,
- 2.8 During free time from machine operation, assist in field works such as:
 - 2.8.1 Land preparation for fruit crops and vegetable crops including old and new nurseries,
 - 2.8.2 Seed sowing and seedling plantation of the research trail plots and seed production of related crops,
 - 2.8.3 Weeding, irrigation, fertilization and chemical spraying of the plots and seed productions blocks as per the protocol of Horticulture and JICA Expert,
 - 2.8.4 Seasonal harvesting of the crops, threshing, transportation and storage,
 - 2.8.5 Collection and transportation of seeds and planting materials from sources to the nursery blocks, store, etc
 - 2.8.6 Treatment of the seeds and planting materials for propagation in the nursery blocks,
 - 2.8.7 Sowing and planting of the seeds and planting materials in poly pots and direct sowing in the raised blocks,
 - 2.8.8 Post sowing and planting care within the outside the nurseries maintained in the poly houses/screen houses which includes watering, weeding and hardening of the plants,

- 2.8.9 Thinning, pruning and training of the plants both in the nurseries and in the farmers' fields, thinning of fruits for quality production, and grafting of planting materials,
- 2.8.10 Potting of the small seedlings from nursery block to the poly pots,
- 2.8.11 Transportation of potted seedlings from one nursery to the other and to the research fields and farmers' fields,
- 2.8.12 Collection and transportation of farm yard manure, Leaf moulds, mosses and top soil from the forest to the nursery stations,
- 2.8.13 Collection of wild fruits cultivars for root stock propagation,
- 2.8.14 Seed extraction, drying and storing for seedling production,
- 2.8.15 Loading and unloading of all agricultural inputs including seeds and planting materials,
- 2.8.16 Periodic clearance of bushes, heavy weed growths and field sanitation works in the nurseries,
- 2.8.17 Irrigation channel maintenance and debris cleaning of the nursery fields,
- 2.8.18 Maintenance of germplasm blocks (Thinning, pruning and training) including protecting of the fruit trees from pests (avain) using the net houses,
- 2.9 Attend to any assignments including ad-hoc protocols as and when instructed by the Program Director, Officers and JICA Experts.

Affirmation statement:

I Mr/Ms/Mrs fromDzongkhag,Gewog,village, bearing CID No have gone through the above Terms of References (ToR)/job responsibilities, and respectfully commit to abide by the above norms. In the event of my failure to abide by the above norms, administrative actions be taken as per the existing Bhutan Civil Service Rules.

Name and Signature of the employee

Date: