



TERMS OF REFERENCE

SECTION	SITE MANAGEMENT
TITLE OF POST	Ranger Level 1 (Visitor/Community)
POST OBJECTIVE	To assist the Senior Ranger (Visitor/Community) in the management of the visitor facilities/services and overall maintenance of the Sigatoka Sand Dunes National Park and Momi Battery Historic Park.
RESPONSIBLE TO	Park Manager Sigatoka Sand Dunes/Momi Battery Historic Park Director National Trust of Fiji
SUBORDINATE STAFF	Field Rangers/Part time Rangers and Volunteers

SPECIFIC TASKS

1) Visitor Management

- Conduct monthly survey of Park signage/tracks and provide a report to SR Visitor/Community for updating of Signage database.
- Conduct community patrols with SR and update community visitor patrol reports.

2) Asset Management

- Service and maintain tools and equipment
- Assist with the maintenance of Park tracks, including wooden tracks and signage.

3) OHS Compliance

- Monitor and ensure that the park tracks, boundaries, and firebreaks are clear and well maintained.
- Ensure the cleanliness of the park office and buildings especially the washrooms.
- See to the pruning of trees and hedges around the park.

4) Conservation

- Assist with the protection of the park, through daily patrols and community outreach.
- Support key conservation activities, including reforestation & nursery work, litter patrols, weed eradication programs and monitoring are implemented.

5) Reporting

- Submission of monthly work progress report

GENERAL RESPONSIBILITIES:

- Cashier Duty
- Site Patrol
- Tour Guiding
- Provide medical care to visitors
- Facilitation of Park Educational Programme
- Site Maintenance
- Incident investigation
- Site Event facilitation
- Cleaning of site office
- Explain Park rules to visitors/Community
- Attend to community meetings/events.

QUALIFICATION

- Form 7 Pass/ Certificate/Diploma from a recognized Training Institution.
- Working knowledge of natural and cultural resource management.

EXPERIENCE

- Local community protocol and community dynamics.
- Fluency in the English language and or Hindi/Vernacular.
- Excellent communication skills, both written and oral.
- Biodiversity and socioeconomic research and survey methodology.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Advanced	Mature personality with ability to easily communicate with community representatives, Govt officials, international researchers, students and visitors.
	Ability to work independently in a small team environment and with key local and international partnerships.
	Ability to support NTF values and a genuine desire to protect the Sigatoka Sand Dunes National Park.
	IT literate including Microsoft Office programs (Word, Excel, Power-point) and email.
	Flexibility to work nights, weekends and holidays.
Working	Physically fit to conduct field work and surveys.
	Basic First Aid certified
	Energetic, motivated and show willingness to learn and be taught.

	Confident in public speaking and addressing large groups.
	A willingness to help people and conservation efforts.
Awareness	Must be of sober habits with a smart and clean appearance.
	High standards of self-integrity and honesty.
	Enjoys working with people.

CONDITIONS

- The successful applicant must be fully vaccinated for COVID 19.
- Preferably from the Sigatoka or Nadi area.

SALARY RANGE

Band A Step 2 FJD\$9, 579.41