



TERMS OF REFERENCE

SECTION	SITE MANAGEMENT
TITLE OF POST	Part-time Field Ranger
POST OBJECTIVE	To provide assistance in the management and maintenance of the Sigatoka Sand Dunes National Park
RESPONSIBLE TO	Park Manager Sigatoka Sand Dunes/Momi Battery Historic Park Director National Trust of Fiji
SUBORDINATE STAFF	NA

SPECIFIC TASKS

- 1) Assist with visitors, queries and advising of park rules/regulations and enforcing these when necessary.
- 2) Direct parking and control traffic within the Park's designated parking zone.
- 3) Patrol roads, tracks and important forested areas, observe and report illegal sand extraction, grazing, tree cutting, community access and wild dogs.
- 4) Meet and greet visitors to the Visitor Information Centre, act as cashier, collection of admission fees, selling of merchandise, stock taking and the reconciling Park Income Book.
- 5) Ensure the protection of native flora and fauna found within the park boundary as well as assist with related research projects.
- 6) Ensure Park, its visitor facilities and equipment are clean and properly maintained.
- 7) Assist with the development of visitor facilities, including the creation of new tracks and walkways.
- 8) Assist in the monitoring of park permits issued to researchers, film makers and photographers to the park.
- 9) Assist with the Park's rehabilitation programmes including the collection of native seeds, seedlings and maintenance of the site nursery.
- 10) Support nearby and local communities through the Park's educational programmes and assist them in developing environmentally sustainable practices.
- 11) Assist with the protection and recording of the archaeological sites at the SSDNP.
- 12) Assist in any emergency situations, including emergency calls to appropriate agencies – First Aid, Search and Rescue and or NFA.

QUALIFICATION

- Form 7 Pass/ Certificate/Diploma from a recognized Training Institution (TAFE/FNU)

- Enjoy working outdoors and an interest natural conservation.
- Willingness to work on a part time basis and upon request.

EXPERIENCE

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

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 attend to patrols and working in a physically demanding environment.
	Basic First Aid certified
	Energetic, motivated and show willingness to learn and be taught.
	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.
- Applicant will be on a short- term contract and expected to work for 3-5 days.

DAILY ALLOWANCE: FJD \$23.80