



## TERMS OF REFERENCE

<b>SECTION</b>	SITE MANAGEMENT
<b>TITLE OF POST</b>	Field Ranger
<b>POST OBJECTIVE</b>	To assist in the management and maintenance of the Momi Battery Historic Park.
<b>RESPONSIBLE TO</b>	Park Manager SSDNP/MBHP Director National Trust of Fiji
<b>SUBORDINATE STAFF</b>	Volunteers

### SPECIFIC TASKS

- 1) 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.
- 2) Responsible for the cleanliness of the Visitor Information Centre, including its reception, interpretive displays, washrooms, staff office and kitchen.
- 3) Assist with visitors, queries and advising of park rules/regulations and enforcing these when necessary.
- 4) Patrol the park boundary and ensure its visitor facilities, equipment and infrastructure are clean and properly maintained.
- 5) Assist in the monitoring of park permits issued to researchers, film makers and photographers to the park.
- 6) Support nearby and local communities through the Park's educational programs and assist them in developing environmentally sustainable practices.
- 7) Assist in any emergency situations, including emergency calls to appropriate agencies – First Aid, Search and Rescue and or NFA.
- 8) Attend to any other duty or request from Dir NTF.

### QUALIFICATION

- Form 7 Pass/ Certificate/Diploma from a recognized Training Institution.
- Enjoy working outdoors and an interest in natural and cultural conservation.

**EXPERIENCE**

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

**KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES**

<b>Level of ability required for the job</b>	
<b>Advanced</b>	Mature personality with ability to 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 and the Momi Battery Historical Park
	IT literate including Microsoft Office programs (Word, Excel, Power-point) and email.
	Flexibility to work weekends and public holidays.
	Ability to drive.
<b>Working</b>	Physically fit to attend to patrols and working in a physically demanding environment.
	Basic First Aid certified
	Basic Carpentry
	Energetic, motivated and show willingness to learn and be taught.
	A willingness to help people and conservation efforts.
<b>Awareness</b>	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 within the Sigatoka to Nadi corridor.

**SALARY RANGE**

**Band A                      Step 1                      FJD\$8,766.52**