



TERMS OF REFERENCE

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

SPECIFIC TASKS

- 1) Liaison focal point for any community, school, or outreach programmes.
- 2) Initiates or assists with the creation or revision of a community protocol guide for use by the staff and volunteers.
- 3) Coordinates community patrols in and around the park.
- 4) Responsible for maintaining the Park's visitor's and Park signage database.
- 5) Coordinates and maintains the roster for groups, tours, and School visits to the park.
- 6) Assists with enquiries from visitors and school tours.
- 7) Coordinate and attend to the proper maintenance of all park tracks, boundaries, fire breaks and buildings.
- 8) Review visitor/maintenance programme periodically and recommend changes to Park Manager.
- 9) Ensure safety measures in place and are compliant with the country's safety regulations and policies.
- 10) Enforces the Park rules and regulations.
- 11) Responsible for the training and development of the parks OHS rules, regulations and safety evacuation plans.
- 12) Responsible for the Quarterly summary report to be submitted to the Park Manager.

OUTPUTS

- Develop a community outreach program and roster for community visits.
- Production of a community protocol guide for staff.

- Production and maintenance of a roster and database for school visits, tours and visitors to the park.
- Database for all signage at the park.
- Monitoring and maintenance of all signs, park tracks, fire breaks and park buildings.
- Quarterly summary reports to Park Manager

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

Level of ability required for the job	
Advanced	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 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.
Working	Physically fit to attend to patrols and working in a physically demanding environment.
	Basic First Aid certified
	Good time management skill
	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 within the Sigatoka to Nadi corridor.

SALARY RANGE

Band B Step 1 \$10, 829.63