



JOB DESCRIPTION

Job Title: Curator - Centre for Pacific Crops and Trees (CePaCT)

Division: Land Resources Division, Genetic Resources

Location: Suva, Fiji

Reporting to: Program Leader – Genetic Resources

Number of Direct Reports: 10

Purpose of role: To lead the CePaCT genebank staff in the effective and efficient management of *ex-situ* (tissue culture, seed, cryopreservation, field, screen house and cold-storage) collections of plant genetic resources (crops and tree species including landraces, breeding lines, wild relatives and endangered species) within the Pacific's Regional Genebank, the CePaCT based in Suva Fiji. Major activities of focus include managing the medium- and long-term storage in a base and active collection, safety duplication, characterization, evaluation, multiplication and regeneration of accessions and their proper documentation in appropriate information management systems. A critical component of the role is to ensure that the CePaCT genebank has a good quality management system in place and where possible recommend/develop ways for improvement in alignment with international recognised standards. The role will have collaborations with key relevant institutions in the Pacific and globally and will facilitate and monitor access to and availability of crop and tree species to all users and requestors following proper agreements. The position will report directly to the Program Leader – Genetic Resources with close links to the Divisional Director and Senior Management Team of the Land Resources Division.

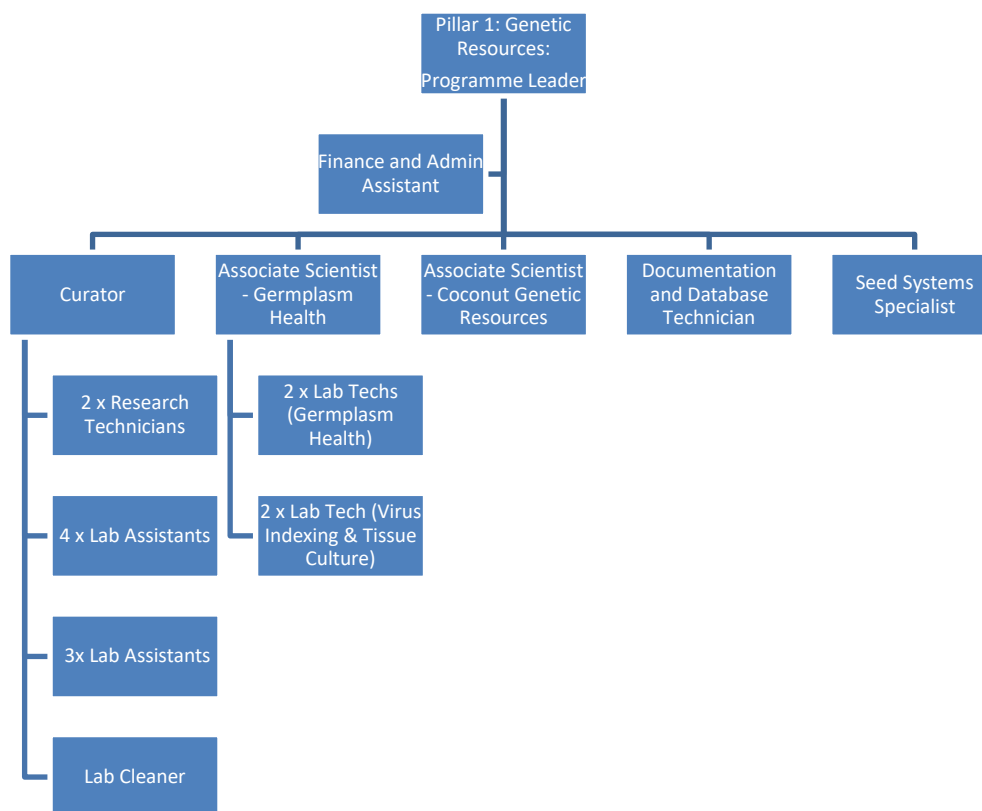
Date: July 2020

Organisational Context

The CePaCT Genebank is a regional public good for the Pacific Community that is uniquely placed with the key mandates of long-term conservation and sustainable use of the Pacific's main food crops and tree species. It's vision is to become an internationally recognized Centre of Excellence in the Pacific through becoming a state-of-the-art, trusted genetic resources service-provider, supplying unique diversity and knowledge to requestors in the Pacific and beyond and working in partnership to provide a platform for conservation and to catalyse increased use of plant genetic diversity for more productive and sustainable Pacific food systems now and into the future. CePaCT's ultimate aim is to support food and nutrition security, improve adaptation to climate change and resilience building primarily in the Pacific as part of a global network of gene banks.

To realise its vision, CePaCT is currently on a mission to elevate its systems and operational processes as well as outreach in line with other international genebank thresholds. The CePaCT Curator role, is central to the role of leading and managing genebank staffs under new and improved systems and operations to guarantee the effective long term conservation of mandated crop and tree collections and improved utilization in the Pacific and beyond. The role will also provide key analytical and technical support to the Program Leader-Genetic Resources as well as other thematic areas of Germplasm Health, Coconut genetic resources and Seed Systems under the Genetic Resources Program as well as other Divisional pillars and teams. It also has key technical advisory support expectations for relevant laboratories and *ex-situ* collections in the Pacific.

Organisation Chart



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Management of CePaCT genebank activities (30%)</p> <ul style="list-style-type: none"> Coordinate activities for the effective conservation of <i>ex-situ</i> collections (<i>in vitro</i> -tissue culture and cryopreservation, seeds, and field) including: <ul style="list-style-type: none"> Maintenance of base and active collections Characterization of all accessions Safety duplication of priority crops and trees from CePaCT collection Distribution and evaluation of CePaCT crop and tree collections Acquisition of priority crops and trees into CePaCT collections Managing of staff activities to facilitate smooth operations of the CePaCT genebank in implementing activities Assist the Associate Scientist-Germplasm Health Unit in the preparation of biosecurity documentation dealing with imports and exports of germplasm Maintain a registry of laboratory consumables and equipment and carry out a stocktake on an annual basis and organize new orders to sustain activities 	<ul style="list-style-type: none"> All CePaCT collections well maintained without any losses for all registered accessions Characterization and evaluation data for all accessions collected, standardized and documented in CePaCT crops databases Distribution requests well documented, tracked and executed on a timely manner Priority crop collections and accessions duplicated in the CePaCT Emergency Facility and other confirmed locations outside of Fiji All agreements for depository, access and duplication well documented Workplans developed for all genebank staffs and monitoring mechanisms established to track performance Staff Performance Development Appraisal completed, and issues effectively addressed in a timely manner

<ul style="list-style-type: none"> • Proper and safe maintenance of CePaCT laboratory facilities in concurrence with the Germplasm Health team and in accordance with SPC health and safety regulations. 	<ul style="list-style-type: none"> • Timely processing and submission of import permit and phytosanitary requests for all crop and tree acquisitions and distributions • Inventory of laboratory consumables and equipment developed and updated in a timely manner • Laboratory orders processed in a timely manner; no delay to laboratory operations due to lack of resources
<p>KRA 2: Genebank Quality Management System & Documentation (30%)</p> <ul style="list-style-type: none"> • Under the leadership of the Program Leader, develop and periodically review and update of Standard Operating Procedures for Collecting, Acquisition, Conservation, Safety Duplication, Regeneration and Characterization, Distribution and Cryopreservation. • Develop and carry out periodic reviews of CePaCT's Equipment, Infrastructure and Reagent Management Plans including User Satisfaction Surveys and Reports in collaboration with the Associate Scientist - Germplasm Health Unit • Development and periodic review of specific crop and tree protocols for the establishment, maintenance, and mass propagation of accessions. • Carry out training for staffs on new systems of operations for genebank activities and monitor staff performance for the effective implementation of new operating systems • Lead in the accurate and complete recording and updating of all accession information for all genebank activities in collaboration with Associate Scientist Germplasm Health and Database and Documentation Technician • Efficient implementation of CePaCT's barcoding system for tracking accessions and relevant activities • Assist the Database and Documentation technician in the identification, development and periodic review of new and improved documentation and database systems for genebank operations 	<ul style="list-style-type: none"> • SOPs for Collecting, Acquisition, Conservation, Safety Duplication, Regeneration and Characterization, Distribution and Cryopreservation developed, reviewed and audited • Equipment, Infrastructure and Reagent Management and User Satisfaction Survey templates developed in accordance with Genebank QMS requirements and approved with Program Leader – Genetic Resources Plans • Crop protocols and culture medium formulations reviewed, updated, and properly documented • Genebanks staffs well capacitated on all genebank operations and reflected in genebanks outputs and SPC PDS System • CePaCT accessions records in place and constantly updated; no delays in reporting due to incomplete/inaccurate data updating and recording • Barcoding system well implemented for all crop collections and accessions • CePaCT Collections databases and documentation constantly reviewed, up-to-date and user friendly.

<p>KRA 3: Technical advice and networking (20%)</p> <ul style="list-style-type: none"> • Provision of technical and scientific advice to <i>ex-situ</i> collections including laboratories and <i>in-situ</i> collections in collaborating countries where and when necessary. • Support implementation of genebank activities and relevant project activities in the Pacific region and with other stakeholders outside of the Pacific • Guide and provide troubleshooting approaches to genebank staffs • Assist in the dissemination of relevant information and discussion of follow up activities with the Pacific Agricultural Plant Genetic Resources Network (PAPGREN) • Follow up with CePaCT users on evaluation information and/or relevant feedback on CePaCT materials being distributed. • Liaise with international and regional genebanks and relevant networks and institutions for sourcing improved and resilient crop and tree varieties • Assist with the implementation of activities dealing with international treaties such as the FAO International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA), Nagoya Protocol, Convention on Biological Diversity, and others. 	<ul style="list-style-type: none"> • Excellent feedback with evidence of outputs from collaborating partners on support provided. • High-quality technical advice expended in a timely manner with evidence of satisfaction from relevant stakeholders • Technical issues with managing collections and executing genebank activities are addressed in a timely manner with evidence of improvement • Timely sharing/circulation of approved information to PAPGREN group • Evaluation information are received and are well documented on an annual basis • Increase in the number of improved and resilient crop varieties in CePaCT collections • Proper implementation of activities under relevant treaties to the Program Leader – GR’s satisfaction
<p>KRA 4: Program Management Support (20%)</p> <ul style="list-style-type: none"> • Support the Program Leader - Genetic Resources and senior GR staffs on the development of concept notes and proposals for resource mobilization • Support the efficient implementation of GR project activities in collaboration with other GR senior staffs as well as divisional staffs • Provision of high-quality reports relevant to all CePaCT genebank operations and collections as and when required • Design and carry out research to improve methodologies for genebank operations in collaboration with other GR Senior staffs • Proper training of genebank staffs and periodic capacity building sessions carried out for upskilling. • Undertake travel missions to implement genetic resources work programmes where necessary and to represent CePaCT in relevant meetings and conferences • Monitor genebank staff performance for efficiencies • Support the coordination and implementation of GR regional and international meetings • Assist Program Leader and GR senior staffs in the development and finalisation of the CePaCT Genebank Operational Manual 	<ul style="list-style-type: none"> • Identification of key gap areas in genebank operations for resource mobilization; quality input into concept notes and proposals • Project implementation well executed primarily for genebank operations • Reports completed and submitted to Program Leader in a timely manner • At least one research designed on an annual basis, executed on a timely manner and results published • Staff training and capacity building plans developed, executed and documented • Duty travel reports submitted in a timely manner; good feedback from collaborators on activities carried out in travel missions • Workplans for genebanks staffs developed and/or reviewed with records of non-conformances recorded on an annual basis • GR meetings well-coordinated • CePaCT Genebank Operational Manual audited

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Ensuring operational activities of the CePaCT is effective, efficient, and well-resourced given the nature and complexity of tissue culture work, biosecurity issues and restrictions on vegetative plant material imports, and managing the gene bank to uphold international standards.
- Measuring impacts of activities in the safe conservation of important staple crops in CePaCT as well as food and livelihoods security of Pacific people through improved crop diversity distributed by the Genetic Resources (GR) Programme.
- Managing diverse stakeholder portfolios with diverse priorities and different operational mechanisms; and; similarly, a diverse portfolio of plant species which requires specific measures per specie often eventuating in complex structures of interventions and investments.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • International Scientists and Collaborators • Relevant Project partners • Pacific Island Countries and Territories 	<ul style="list-style-type: none"> • Collaboration on technical matters relevant to the CePaCT's crops and trees conservation and distribution work • Collaboration on project coordination and implementation
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Genetic Resources Staffs • Director LRD • Other LRD Programme Leaders and Technical Advisers • LRD and SPC staff 	<ul style="list-style-type: none"> • Work coordination and alignment – projects as well as technical work • Financial and procurement issues • Work plans and activities • Planning and coordination of work

Level of Delegation:

Routine Expenditure Budget: 0

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A post-graduate degree in science with specialisation in botany, genetics, or sustainable management of plant genetic resources. 	<ul style="list-style-type: none"> • A post-graduate degree in Agriculture

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Minimum of 8 years of experience in a similar role or demonstrated project management and staff supervision experience. • Expertise in research areas relevant to the conservation of clonal crops in tissue culture and cryopreservation. • Understanding of international plant genetic resources intellectual property and phytosanitary issues as well as other legal issues related to relevant international treaties and gene bank operations. • Experience in computational and statistical tools for the management of genetic resources information. • Demonstrated ability to publish in international peer-reviewed scientific journals. • Experience in fund-raising, proposal preparation and project management. • Excellent interpersonal skills and proven ability to motivate inspire and promote teamwork in an interdisciplinary, multicultural, and regional context. • Proficiency in spoken and written English with excellent communication skills. 	<ul style="list-style-type: none"> • An in-depth knowledge of conservation methodologies, collection principles and strategies, plant morphology, plant physiology and Population Genetics • Experience and knowledge of conservation methodologies including both <i>ex-situ</i> and <i>in-situ</i> methodologies. • Experience and knowledge of the principles of the conservation and utilization of Plant Genetic Resources. An understanding of population genetics. • A thorough knowledge of relevant international Conventions and Treaties i.e. the Convention on Biological Diversity and the International Treaty for Plant Genetic Resources for Food and Agriculture.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Thorough understanding and experience in plant tissue culture processes and techniques specifically in root and tuber crops, cryopreservation, and seed storage for both orthodox and unorthodox seeds • Excellent management skills (staffs and budgets) • Documentation and recordkeeping
Advanced level	<ul style="list-style-type: none"> • Calibration and running of equipment • Advanced genebank databases such as GrinGlobal and Genesys • Report writing, scientific writing • Analyzing data and use of information management systems
Working knowledge	<ul style="list-style-type: none"> • Plant health testing methodologies and techniques such as virus indexing via PCR, RT-PCR, ELISA, IC-PCR • Computer literacy • Project management/coordination • Bioinformatics

Awareness	<ul style="list-style-type: none"> • SPC policies and procedures • LRD Office Procedures • Agricultural trends in the Pacific Region • Thorough understanding of regional issues relevant to work activities
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Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

Personal Attributes

- A good understanding of the cultures and the working environment in member countries and the ability to be proactive in developing new ideas to serve and to address the needs of member countries.
- High level of Professional Integrity and Ethics.
- Excellent communication skills with fluency in verbal and written English are essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong computer literacy, preferably with Microsoft programs [Word, Excel, Access, Outlook, Power-point] and ability to use E-mail and the Internet. Knowledge of other programs such as Adobe and MapInfo and an understanding of spread-sheet and database principles would be an advantage.
- Motivational skills with professional initiative and good work ethics with demonstrated ability to take initiative and draft succinct, simple and understandable implementation plans.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date

Employee

Date