



JOB DESCRIPTION

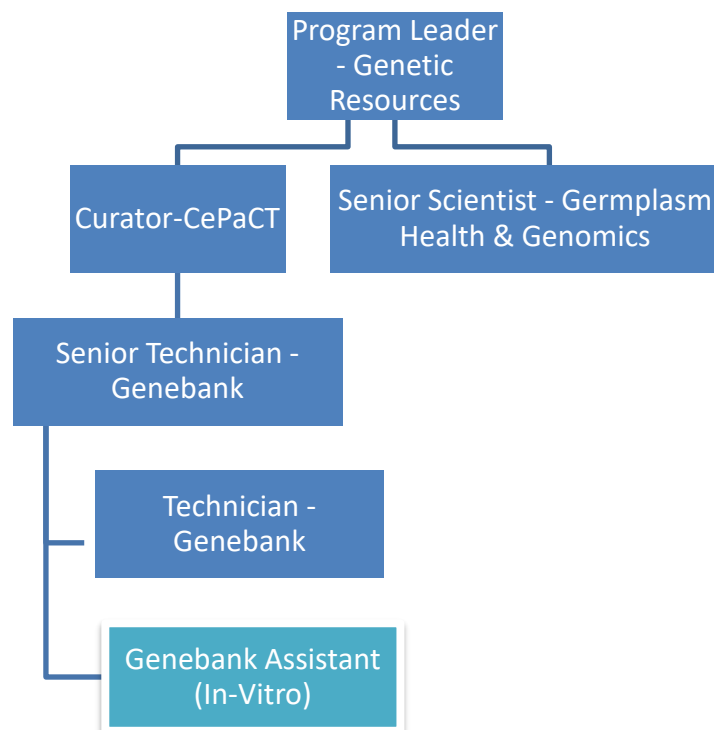
Job Title:	Genebank Assistant (In-Vitro)
Division/Program and Section/Project (if any):	Land Resources Division/Genetic Resources Program/CePaCT
Location:	Suva, Fiji
Reporting to:	Senior Technician - Genebank
Number of Direct Reports:	None
Purpose of Role:	Assists CePaCT genebank technicians with a range of laboratory and/or screen house duties or related activities including a combination of plant collection maintenance, equipment maintenance, laboratory sterilisation, data entry and record keeping.
Date:	August 2024

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

This position is in the **Land Resources Division (LRD)** which provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.



Key Result Areas (KRAs):

The key results areas of the position are categorized into the following key accountabilities:

- Assist in the effective conservation and distribution of plant materials (germplasm) from genebank collections.
- Carry out laboratory and screenhouse operations to ensure high-level of hygiene.
- Perform related administrative activities including records management.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Assist in the effective conservation and distribution of plant materials (germplasm) from the genebank collections (30%)</p> <ul style="list-style-type: none"> • Carry out laboratory and screen house operations to support the conservation and distribution of plant genetic resources. 	<ul style="list-style-type: none"> • Plant materials (germplasm) are readily available for evaluation and distribution when required. • Plant materials (germplasm) in collections are properly labelled and recorded. • Plant materials (germplasm) in collections are well maintained. • Standard Operating Procedures are always complied with. • Assist with media preparation, seed cleaning and or sub culturing as needed.
<p>KRA 2: Carry out laboratory operations to ensure high-level of hygiene (50%)</p> <ul style="list-style-type: none"> • Maintenance and cleaning of the laboratory including equipment as per the requirements and protocols (day to day). • Plant and chemical wastes are disposed properly. 	<ul style="list-style-type: none"> • Ensure proper maintenance of laboratories and/or screenhouse to achieve high levels of hygiene. • Cleaning and sterilization of culture vessels for plant propagation. • Maintain work area and equipment by following proper sterilisation procedures. • Ensure waste samples are disposed appropriately in accordance with standard operating procedures.

<p>KRA 3: Perform related administrative activities including records management (20%)</p> <ul style="list-style-type: none"> Record keeping and stock taking. Data recording. Assist with research activities. Other duties. 	<ul style="list-style-type: none"> Ensure proper records management for the plant materials (germplasm) in collections and equipment. Ensure storerooms and items are well organised and always kept. Assist with data recording or entry for relevant genebank operations (conservation, distribution, research). Provide other administrative assistance as required. Ensure research activities are carried out well in accordance with directions from lead researchers.
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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):

Poor maintenance of laboratory environment and equipment and non-compliance with laboratory procedures will result in loss of valuable germplasm material.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> Visitors Colleagues from other research centers 	<ul style="list-style-type: none"> Interactions with visitors and guest scientists that frequently visits the laboratory facilities.
<p>Internal</p> <ul style="list-style-type: none"> Colleagues of respective departments 	<ul style="list-style-type: none"> Daily interactions with department staff - most of the activities performed at the respective departments are collaborative activities that require the proactive participation of the entire team.

Level of Delegation:

Routine Expenditure Budget: Nil

Budget Sign off Authority without requiring approval from direct supervisor: Nil

Personal Specification:

Qualifications

Essential:	Desirable:
A school leaving certificate (Form 6 pass)	A diploma level qualification from a tertiary institute OR certification on technical training on laboratory cleaning procedures and processes.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • A minimum of 1 year of relevant experience, ideally in a laboratory. • Basic understanding in the propagation of plants. • Basic knowledge of working in a sterile laboratory environment • Ability to follow and apply procedures. • Basic knowledge of Microsoft suite mainly in Word, Excel and PowerPoint • Ability to work effectively with others in a team environment. • Reliable, hard-working and have the ability to handle demanding workloads. • Good verbal and written communication skills in English 	<ul style="list-style-type: none"> • Experience in working in a multi-cultural environment. • Ability to work with minimum supervision. • Some experience and knowledge in agricultural and plant science.

Key Skills/Attributes/Job Specific Competencies

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

Core Capabilities	Level of Expertise Requirement	Definition
Technical Knowledge ('know how')	Foundational	Ability to apply practical skills or acquired knowledge to undertake well-defined activities, but with the need for individual judgement.
Engage	Adept	Ability to communicate effectively with team members, commit and deliver high level of customer satisfaction and collaborate effectively within teams.
Enable	Foundational	Participate in team engagements.
Personal Attributes	Foundational	Display resilience and courage in teams, act with integrity and ability to manage self
Language and Culture	Foundational	Assist in promoting and supporting language diversity and cultures in all its dealings – within SPC and outside SPC.

Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service.

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 which may also include 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.