



JOB DESCRIPTION

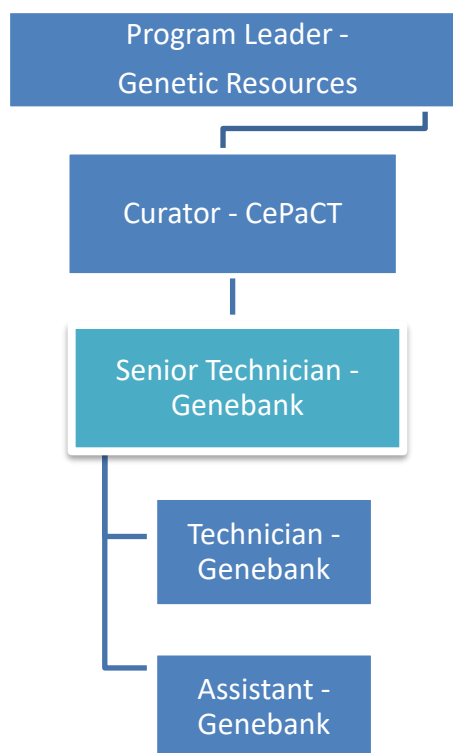
Job Title:	Senior Technician - Genebank
Division/Programme and Section/Project (if any):	Land Resources Division/Genetic Resources Pillar/CePaCT/Genebank unit.
Location:	Suva
Reporting to:	Curator - CePaCT
Number of Direct Reports:	2 - 4
Purpose of Role:	Coordinate and ensure genetic diversity of germplasm in the CePaCT genebank collections are well maintained and available for distribution to other member countries and stakeholders for food security and nutrition now and in the future. The role will also be responsible for supervising and facilitating work activities within the team and provide first level advice and guidance to other Lab Technicians and Lab Assistants.
Date:	August, 2023

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:

- Effective and efficient conservation and distribution of CePaCT crop and/or tree collections.
- Lead research implementation and contribute to research design development.
- Provide scientific and technical advice and capacity building support.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Effective and efficient conservation and distribution of CePaCT crop/tree collections. (30%)</p> <ul style="list-style-type: none"> • Proper maintenance of crop and/or tree collections based on Standard Operating Procedures. • Ensure related crop and tree collections are monitored daily. • Regular monthly updates are conducted/prepared for submissions. • Monitor and provide guidance to Lab Technicians and Lab Assistants • Multiply selected accessions using appropriate mediums to ensure sufficient planting materials are distributed across SPC member countries and partners. • Actively engage and monitor the distribution crops and provide updates. 	<ul style="list-style-type: none"> • Ensure thorough understanding of and compliance with all relevant Standard Operating Procedures for genebank functions. • Ensure relevant and correct culture media and protocols are utilized to conserve and mass propagate accessions. • Ensure all accessions are exposed to appropriate/proper laboratory conditions and maintain a proper record of all accessions. • Maintain an appropriate level of crop and tree collections and ensure there are no losses of accessions within the collections. • Provide timely and regular updates to the Genebank Curator (e-copies and hard copies) of the collection status. • Identify and provide updates on new crop/tree varieties acquired. • Work with the Team to provide appropriate guidance and support on data entry and record maintenance. • Multiply selected accessions for distribution in accordance with the priority list (and upon request). • Manage adequate supply of germplasm and materials.

<ul style="list-style-type: none"> • Coordinate and support the team in the development of new laboratory protocols. 	<ul style="list-style-type: none"> • All requests are documented and addressed as per the requirements and guidelines of CePaCT and maintain no or minimal shortages of culture medium. • Ensure all Standard Operating Procedures for all Genebank functions are always adhered to.
<p>KRA 2: Lead research implementation and contribute to research design development. (25%)</p> <ul style="list-style-type: none"> • Support the development of high-quality research methodologies. • Take the lead in carrying out research based on approved methodologies. • Provide guidance and support to research activities of other staff. 	<ul style="list-style-type: none"> • Support the development of high-quality research methodologies. • Carry out research based on approved methodologies including all relevant data recording and entry for results obtained. • Produce progress reports when required. • Support the publication of research results including presenting results in various forums. • Identify gap areas for research to improve operations and procedures.
<p>KRA 3: Provide scientific and technical advice and capacity building support. (20%)</p> <ul style="list-style-type: none"> • Train new staff on all Standard Operating Procedures including appropriate hands-on skills. • Provide relevant technical/scientific training support to both internal and external partners. • Assist manager with the development, update and proper documentation of appropriate training tools and procedures. 	<ul style="list-style-type: none"> • Provide appropriate training for new staff including refresher trainings for old staff on a regular basis. • Assist manager with the preparation of appropriate training tools and procedures for all relevant technical trainings. • Develop tools for testing skills and capabilities and ensure regular performance tests are carried out for critical functions and operations. • Proper and timely documentation of all training data • Provide reports on training activities. • Provide correct scientific and technical advice to external requestors. • Identify training gaps for consideration of managers.
<p>KRA 4: Supervise lab staff activities & other duties. (25%)</p> <ul style="list-style-type: none"> • Facilitate and/or coordinate responsibilities of the team under the manager's guidance and advice. • Ensure all laboratory procedures are maintained including no compromise to proper hygiene and safety of the facilities. • Monitor and keep records of staff compliance against standard procedures and protocols. • Carry out lab operational duties to ensure efficient maintenance of laboratory standards and ongoing delivery of a quality analytical service. 	<ul style="list-style-type: none"> • Contribute and participate constructively in detailed quality system activities including audits and investigations and where possible provide or suggest improvements. • Ensure proper maintenance of lab equipment and provide support with the maintenance of proper maintenance/calibration records. • Maintain high laboratory housekeeping standards including daily sanitization. • Assist in monitoring and managing staff performance and reviews. • Coach and mentor new team members on relevant technical areas and operations. • Provide backup support in the absence of other team members in collaboration with direct manager to ensure smooth flow of work operations. • Assist with the chairing and taking internal staff meeting minutes for staff meetings. • Participate constructively in detailed quality system activities including audits and research. • Oversee staff execution of routine checks in place for the safety of the laboratory and offices. • Accurate and timely submission of weekly reports to the supervisor.

	<ul style="list-style-type: none"> • Maintain equipment and chemical records in accordance with approved procedures and processes. • Assist with routine checks in place for the safety of the laboratory and offices. • Accurate and timely submission of weekly reports to the supervisor. • Maintain equipment records and daily work logs. • Carry out or oversee the calibration of lab equipment's. • Assist with other duties as assigned by supervisors.
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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):

<ul style="list-style-type: none"> • Delay in accessing materials by the countries due to poor maintenance of the collections. This includes contamination when it occurs due to poor hygiene, lack of monitoring and unforeseen circumstances, staff are required to have better judgement on options available to be able to save a contaminated accession, which if detected earlier, it stands a good chance of saving that accession. • More accessions available to countries when new crops are well established in tissue culture and pass on for virus indexing. • For successful establishment of different plant species, it requires knowledge and skills to get them established in tissue culture. Crops have different requirements and often woody plants are the most difficult ones to be established as compared to root crops due to genotypic nature of the plant itself. Sometimes several efforts are trialed out to be successful in getting clean cultures established. • Meeting distribution deadlines • This requires the ability of a staff to reshuffle, and priorities workloads intended to achieve outputs timely using an effective multiplication system produced and developed from research.
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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"> • Member countries representatives and relevant stakeholders. • Local authorities. 	<ul style="list-style-type: none"> • Routine correspondence and attending to queries related to projects. • Provide advice on sample requests procedures and requirements.
<p>Internal</p> <ul style="list-style-type: none"> • Department colleagues, team members and associated consultants. 	<ul style="list-style-type: none"> • Team meetings collaborating and knowledge sharing and updates. • Work plans and activities. • Planning and coordination of work within the team.

Level of Delegation:

Routine Expenditure Budget: None

Budget Sign off Authority without requiring approval from direct supervisor: None

Personal Specification:

Qualifications

<i>Essential:</i>	<i>Desirable:</i>
A degree in Biological Sciences (Plant Science, Biodiversity conservation, Botany or Agriculture).	A postgraduate degree in Biological Sciences (Plant Science, Botany, Biodiversity conservation, Agriculture) will be an advantage.

Knowledge/Experience

<i>Essential:</i>	<i>Desirable:</i>
<ul style="list-style-type: none"> • A minimum of 5 years of relevant experience • Adept knowledge and skills on plant tissue culture, seed conservation, cryopreservation, and aseptic laboratory procedures. • Adept knowledge of various experimental designs and laboratory data analysis software. • Self-motivated, disciplined, and able to work effectively (individually and within a team environment) • Excellent time management, communication, and organizational skills • Good attention to detail and excellent computer skills • Be able to develop new ideas and provide a solution to problems. • Willingness to work outside of normal working hours to meet deadlines with good ability to handle workloads when required 	<ul style="list-style-type: none"> • Knowledge and understanding of Pacific crop and tree diversity. • Understanding of Pacific cultural contexts and priorities. • Problem solving skills.

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')	Adept	Analytical thinking, drive outcome/output, practical use of methodologies and frameworks, ability to report and contribute towards publication of research papers.
Engage	Adept	Ability to communicate effectively with team members, commit and deliver high level of customer satisfaction and collaborate effectively within teams.
Enable	Adept	Ability to contribute and participate in planning and prioritizing activities, some critical thinking and able to solve varied problems and demonstrate some level of accountability.
Personal Attributes	Adept	Display resilience and courage in teams, act with integrity, ability to manage self and supervise teams, and empower and encourage diversity.
Language and Culture	Adept	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:

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership

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.