



## JOB DESCRIPTION

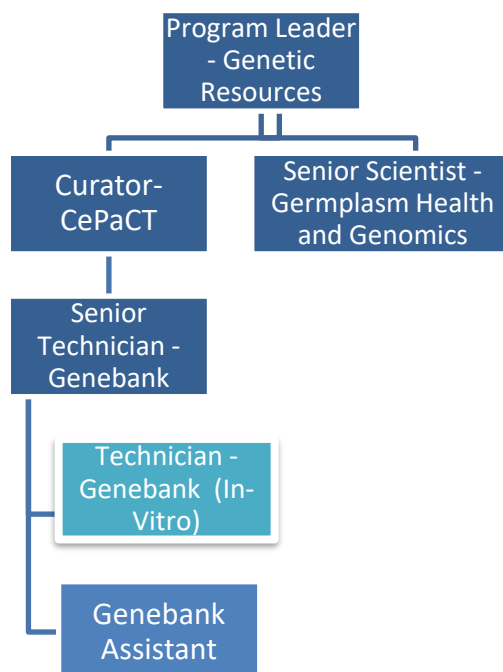
<b>Job Title:</b>	Technician – Genebank ( <i>In- Vitro</i> )
<b>Division/Programme and Section/Project (if any):</b>	Land Resources Department/Genetic Resources Pillar/CePaCT
<b>Location:</b>	Suva
<b>Reporting to:</b>	Curator-CePaCT
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	Ensure crop and tree collections in the Centre for Pacific Crops and Trees (CePaCT) genebank are well maintained and available for distribution to both international and regional requestors; and priority research to support genebank activities are well supported.
<b>Date:</b>	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](http://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 tree collections.
- Support with the implementation research activities.
- Carry out routine laboratory operations.
- Program support and other duties.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1: Effective and efficient conservation and distribution of CePaCT crop and tree collections. (50%)</b></p> <ul style="list-style-type: none"> <li>• Carry out all relevant operations and procedures as per Standard Operating Procedures (SOPs) in place to ensure the efficient and effective establishment and maintenance (conservation) of CePaCT collections.</li> <li>• Carry out all relevant operations and procedures as per Standard Operating Procedures in place to ensure the efficient and effective distribution of CePaCT requested accessions.</li> <li>• Regular monitoring and mass propagation of germplasm distribution stocks to meet requests from partners and collaborators.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure thorough understanding of and compliance with all relevant Standard Operating Procedures for genebank functions.</li> <li>• Correct culture mediums are utilized to perform appropriate subculturing.</li> <li>• Ensure all plant materials (germplasm) from collections are exposed to appropriate/ proper laboratory and/or screen house conditions (humidity, temperature etc..).</li> <li>• Maintain appropriate duplicate numbers of plant materials (seeds, tissue culture, cryo) in collections and ensure there are no losses of accessions in all collections.</li> <li>• Timely establishment of new accessions and regular monitoring until full registration in genebank collections.</li> <li>• Ensure accurate and regular, data entry and record maintenance for allocated collections and their timely submission when required by supervisors/managers.</li> <li>• Multiply selected accessions from CePaCT collections in accordance with the priority list (and upon request) and SOPs.</li> <li>• Provide timely and regular updates to the Curator (e-copies and hard copies) of the collection status.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with field collection and/or preparation of plant materials for establishment in CePaCT collections.</li> <li>• Support the team in the development of new conservation and multiplication methodologies.</li> </ul>
<p><b>KRA 2: Support with the implementation of research activities. (15%)</b></p> <ul style="list-style-type: none"> <li>• Assist senior technicians in the implementation of research activities</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Senior Technicians with the timely implementation of priority research activities including literature reviews, material preparation and sampling, report writing, data collecting, compilation and analysis.</li> <li>• Research reporting to be in line with international standards.</li> </ul>
<p><b>KRA 3: Carry out routine laboratory operations. (25%)</b></p> <ul style="list-style-type: none"> <li>• Ensure all laboratory procedures are carried out including no compromise to proper hygiene and safety of the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain high laboratory housekeeping standards including daily sanitization of facilities and equipment.</li> <li>• Participate constructively in detailed quality system activities including audits and research.</li> <li>• Ensure proper maintenance of lab equipment.</li> <li>• Assist respective CePaCT staffs with routine checks in place for the safety of the laboratory and offices.</li> <li>• Accurate and timely submission of weekly reports to the supervisor.</li> <li>• Maintain equipment and chemical records and daily work logs.</li> </ul>
<p><b>KRA 4: Program support &amp; other duties. (10%)</b></p> <ul style="list-style-type: none"> <li>• Actively participate and contribute to related administrative activities of the CePaCT Genebank team.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide backup support in the absence of other team members to ensure smooth flow of work operations.</li> <li>• Assist senior CePaCT staff with chairing and taking internal staff meeting minutes for fortnightly staff meetings.</li> <li>• Assist with organizing and hosting external visits and meetings.</li> <li>• Assist with making runs for biosecurity clearance, sourcing local orders and shipping CePaCT materials when required.</li> <li>• Other duties as assigned by supervisors/manager.</li> </ul>

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):**

- Availability of crop collections for use by countries delay due to poor maintenance of the collections.
- 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 and conservation 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.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Member countries representatives and relevant stakeholders.</li> <li>• Local authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Routine correspondence and attending to queries related to projects.</li> <li>• Provide advice on sample requests procedures and requirements.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Department colleagues, team members and associated consultants.</li> </ul>	<ul style="list-style-type: none"> <li>• Team meetings collaborating and knowledge sharing and updates.</li> <li>• Work plans and activities.</li> <li>• Planning and coordination of work within the team.</li> </ul>

### 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 tertiary diploma in biological science (biology, biochemistry, agriculture) and or relevant laboratory qualification.	A Bachelor's degree in Biological Science (Biology, Biochemistry, Agriculture) will be an advantage.

#### Knowledge/Experience

<i>Essential:</i>	<i>Desirable:</i>
<ul style="list-style-type: none"> <li>• A minimum 2 years of relevant experience</li> <li>• Knowledge and skills on plant tissue culture technology and laboratory sterile procedures</li> <li>• Sound knowledge and experience on the propagation methods for selected samples, pests, diseases, etc.</li> <li>• Working knowledge of laboratory data analysis software.</li> <li>• Self-motivated, disciplined, and able to work effectively (individually and within a team environment)</li> <li>• Excellent time management, communication, and organizational skills</li> <li>• Good attention to detail and excellent computer skills</li> </ul>	<p>Knowledge and understanding on genetic diversity of relevant samples and species and their contribution to food and nutritional security.</p>

<ul style="list-style-type: none"> <li>• Be able to develop new ideas and provide a solution to problems.</li> <li>• Willingness to work outside of normal working hours to meet deadlines with good ability to handle workloads when required</li> </ul>	
---	--

### 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.