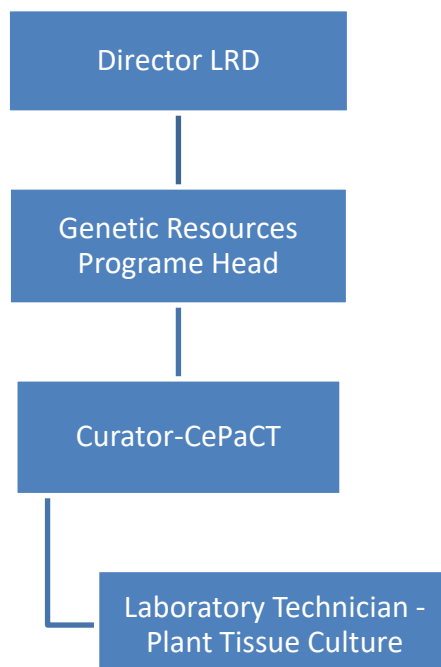




JOB DESCRIPTION

Job Title:	Laboratory Technician – Plant Tissue Culture
Division/Programme and Section/Project (if any)	Centre for Pacific Crops & Trees (CePaCT), Genetic Resources Programme, Land Resources Division
Location:	Suva (Narere) Campus
Reporting to:	Logotonu Meleisea Waqainabete, Curator-CePaCT, Genetic Resources Programme
Number of Direct Reports:	None
Job Purpose:	To ensure genetic diversity of germplasm in CePaCT genebank is safely maintained and making it available to SPC countries and other stakeholders for sustainable food and nutrition security for current and future generations
Date:	To commence duties on August 2019

Organizational Context and Organization Chart



Key Result Areas (KRAs):

The position of Laboratory Technician – Plant Tissue Culture encompasses the following major functions or Key Result Areas:

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Effective conservation of CePaCT crop collections</p> <ul style="list-style-type: none"> • Ensure crop accessions are timely subcultured and maintained with no less than 10 tubes per accession. • Crop collections to be regularly (daily) monitored with plants looking healthy and in good condition at all times. • Collections are to be updated every month and crop update forms (e-copies and hard copies) are submitted in the last week of every month to the Curator-CePaCT without constant reminders. Establish selected priority crops in tissue culture following existing protocols for conservation purposes. • Assist with culture media preparation for conservation activities when required. • Assist with the establishment of crop varieties from field and/or screen house into tissue culture 	<ul style="list-style-type: none"> • Appropriate culture medium used and plants exposed to proper laboratory conditions for safety maintenance • Crop collections maintained not less than 10 tubes per accession • No losses of accessions in any collections • Condition of crop collections free of contaminants (fungi, bacteria, yeast) • Monthly updates using e-copies and hardcopies submitted on time • New crop varieties established well. • No shortage of culture media for conservation of collections.
<p>KRA#2 Multiplication and distribution of selected crops</p> <ul style="list-style-type: none"> • Selected accessions to be multiplied on appropriate multiplication medium so that sufficient planting material can be distributed timely to SPC member countries and partners. • Engage actively in monitoring, subculturing and ensuring plants going on distribution are healthy and fully-grown with good roots. • Assist with culture media preparation for distribution purposes when required. 	<ul style="list-style-type: none"> • Selected accessions of crops multiplied in accordance with CePaCT priority lists and based on requests. • Germplasm are supplied on a timely manner with sufficient numbers and good quality materials. • No shortage of culture medium for distribution purposes. • Requests met and countries satisfied with CePaCT service • Distribution procedures in place adhered at all times
<p>KRA#3 Maintaining high level of hygiene in the CePaCT Lab</p> <ul style="list-style-type: none"> • Strict adherence to proper CePaCT laboratory procedures for maintaining high level of hygiene and safety of the CePaCT facilities as well as personnel in all laboratory operations. • Assist CePaCT staffs with routine checks in place for the safety of the CePaCT laboratory and offices. • Timely submission of weekly work reports to Curator-CePaCT. 	<ul style="list-style-type: none"> • CePaCT Laboratory maintained at high level of hygiene and safety standards observed at all times • No safety issues arising in the CePaCT Laboratory and crop collections as a result of poor execution of safety procedures and checks in place. • Supervisor satisfied with performance.
<p>KRA#4 Other duties:</p> <ul style="list-style-type: none"> • Provide backup support when other team members are absent in collaboration with supervisor to ensure smooth flow of work operations. • Assist CePaCT staffs with chairing and taking internal staff meeting minutes for fortnightly staff meetings. • Any other duties assigned by supervisors. 	<ul style="list-style-type: none"> • All duties assigned well executed to supervisor satisfaction • Staff meeting minutes accurately captured and circulated to all staffs

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.

Work Complexity:

Most challenging duties typically undertaken:

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 particular 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 in order 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 systems produced and developed from research.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> Member countries & other stakeholders National authorities 	<ul style="list-style-type: none"> Communications relevant to germplasm requests procedures and requirements
Internal <ul style="list-style-type: none"> LRD Colleagues CePaCT Curator and CePaCT Team plus any associated consultants 	<ul style="list-style-type: none"> Communications on germplasm requests associated with LRD projects; Staff social club discussions, Divisional meeting follow ups Work plans and activities Planning and coordination of work

Level of Delegation:

The position holder is not expected to have delegation responsibilities under this contract.

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Diploma in Biological Science and or Industrial Laboratory Technology 	<ul style="list-style-type: none"> Tertiary qualifications on relevant Biological Sciences can be an advantage

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Minimum 3 years of relevant experience • Knowledge and skills on tissue culture technology and laboratory procedures • Knowledge and experience on propagation methods for selected crops and knowing some key pests & diseases associated with them • Good communications skills (written and oral English) • Good team player and able to work in a collaborative environment • 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 on genetic diversity of crops and tree species and their contribution to food and nutritional security

Key Skills/Attributes/Job Specific Competencies

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

Expert level	
Advanced level	<ul style="list-style-type: none"> • Micro-propagation techniques for key crops (aroids, banana, sweet potato, breadfruit and yams) in CePaCT collections • Proper knowledge and understanding of handling laboratory equipment and reagents. • Plant Tissue culture techniques – initiation, sub culturing, maintenance and acclimatization
Working knowledge	<ul style="list-style-type: none"> • Report writing • Data analysis • Computer literacy • Research skills
Awareness	<ul style="list-style-type: none"> • Agricultural trends in the Pacific Region • Thorough understanding of regional issues relevant to work activities • SPC staff rules/regulations etc...

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 (for managers only)
- Strategic Perspective (for managers only)

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 – 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
