



## VACANCY NOTICE - RESEARCH ASSISTANT

The Caribbean Agricultural Research and Development Institute (CARDI), an autonomous Institute funded by member countries of the Caribbean Community (CARICOM), in collaboration with the Caribbean Development Bank (CDB) invites applications for the position of **Research Assistant** for its Country Office. The candidate will assist CARDI in the implementation of a Caribbean Development Bank (CDB) funded project entitled: "Development of an Integrated Disease Management Programme for Black Sigatoka Disease in Guyana, Dominica, St. Vincent and the Grenadines and St. Lucia".

### OBJECTIVE

The objective of this consultancy is to assist CARDI in the development of an IDM framework for BSD control in the Windward Islands and Guyana

### JOB SUMMARY

The Research Assistant is required to perform duties under the close supervision of CARDI Representative in Guyana. The incumbent will be responsible for ensuring that the goals and objectives specified for the project are accomplished in accordance with prescribed priorities and will be required to perform, but not limited to, the following tasks.

### SCOPE OF SERVICE

In collaboration with the Project team the Research Assistant will be required to perform, but not be limited to, the following tasks:

- (a) assisting in the layout of research plots;
- (b) supervising establishing and maintaining experiments; and
- (c) collecting, recording and analysing data.
- (d) Organize and facilitate training opportunities

Key responsibilities include, but are not limited to, the following:

- (a) Assisting the Project Coordinator in sourcing the necessary equipment and materials for the conduct of research activities;
- (b) Identifying locations for establishing field trials in collaboration with other Project staff and the respective Ministries of Agriculture;
- (c) Training selected farmers in the use of monitoring equipment and data recording;
- (d) Supervising and maintaining an inventory of labour, equipment and supplies assigned to the Project;

- (e) Coordinating and organising monitoring/data collection, sampling;
- (f) Coordinating and organizing training opportunities for farmers
- (g) Coordinating collection and distribution of samples to the respective specialist and assisting in compilations and data processing;
- (h) Performing assigned research experiments;
- (i) Recording and analysing field data and preparing reports;
- (j) Routine calibration, operating and general maintenance of equipment, as well as, general facilities maintenance responsibilities;
- (k) Writing reports and research summaries of projects;
- (l) Sourcing research materials and obtaining quotations from suppliers, liaising with suppliers;
- (m) Ensuring safety practices are adhered to under field and laboratory conditions; and
- (n) Performing any other related duties as may be assigned.

## REPORTING AND DELIVERABLES

The Research Assistant is expected to be in continuous contact with the Project Coordinator and specialists from CARDI and will be required to submit to the Project Coordinator the following reports:

- (a) **Monthly Progress Reports:** A narrative report, outlining the work accomplished in the preceding period, an outline of the work expected to be completed during the next progress reporting period, data collection sheets in the format agreed to with the Project team and, if appropriate, comments or recommendations relating to any unforeseen conditions which may affect the progress or the quality of the research; and
- (b) **Quarterly Reports:** Prepared against the agreed work plan, outlining in greater detail data gathered and monitoring results achieved, activities performed, practical problems when relevant, and a discussion of issues which may affect the work plan for the coming quarter.

## KNOWLEDGE SKILLS AND ABILITIES

The selected candidate must demonstrate considerable knowledge of the scientific, experimental and research theory, applicable to the area of experimentation and of principles, practices and methods of research. He/she must also

demonstrate an ability to understand, adapt and execute instructions related to research methods and to establish and maintain working relationships with researchers and employees.

#### **MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE**

A Bachelor's degree in Agriculture, Horticulture or Agronomy or a Diploma in any of the said discipline. Experience working in a project oriented environment and a minimum of 5 years working experience in agriculture. A valid drivers' permit is desired.

**Applications should reach the Institute no later than Friday 12<sup>th</sup> December 2014 and should be addressed as follows:**

Executive Director  
Caribbean Agricultural Research and Development Institute (CARDI)  
P.O. Bag 212  
St. Augustine  
Trinidad and Tobago  
Email: [executive@cardi.org](mailto:executive@cardi.org)

**Unsuitable applications will not be acknowledged.**