

# CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE

## POSITION DESCRIPTION

<b>DATE OF PREPARATION</b>	:	3 October 2008 (revised November, 2016)
<b>APPROVED BY</b>	:	_____
<b>POSITION TITLE</b>	:	Agricultural Economist Resource Mobilization, Monitoring and Evaluation (RMME) Unit
<b>DEPARTMENT</b>	:	Office of the Executive Director
<b>COUNTRY</b>	:	Headquarters

### FUNCTION:

The Agricultural Economist will be responsible for executing functions which assists the Institute in the mobilization of resources as well as the monitoring and evaluation of the Institutes work programme.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**Assists** the Institute in Resource Mobilisation.

**Reviews** literature, journals and other information sources and obtains data through investigative processes and prepares requisite report.

**Synthesises** data and prepares findings for publication in books, professional and scientific journals, departmental reports and papers and other research publications for presentation at conferences, or for managerial reporting.

**Assists** in the collection, compilation and analysis of secondary data related to the focus industries for which CARDI is responsible under the RTP.

**Assists** in the analysis of primary data collected.

**Liases** with other organizations and institutions to ensure the proper execution of the Unit's operation.

**Assists** in the planning of workshops/seminars for CARDI staff, farmers and members of farmers' organisations and provides technical assistance in a number of areas to growers as well as agricultural institutions.

**Participates** in the preparation, discussion and evaluation of educational and informative materials for presentation to colleagues in Universities, Research Institutes, Professional Societies, Farmers and Farmer Organisations, for Extension Services or for publication in newsletters, factsheets or on radio or television.

**Reviews** and edits technical data, reports, project documents, etc.

**Conducts** literature reviews and internet research.

*The responsibility statements identify specific duties necessary to attain CARDI's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.*

**REPORTING RELATIONSHIPS:** Reports to the Head, Resource Mobilisation, Monitoring and Evaluation Unit

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

**External** : Government and Business organisations and Agencies associated with CARDI.

**QUALIFICATIONS**

Post Graduate qualifications in. Economics (Agricultural Economics would be an advantage) Formal training in Project Development and Management.

**EXPERIENCE**

At least five (5) years post-graduate experience in areas including – Economics, Project Development or Agribusiness (including financing, preparation of business plans). The ability to work as part of a multi-disciplinary team.

Excellent written and oral communication as well as presentation skills.

Good interpersonal skills.

Must be computer literate.

**Signature of Employee:** ..... **Date:** .....

**Signature of Manager/Supervisor:** ..... **Date:** .....