

**CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE
POSITION DESCRIPTION**

DATE OF PREPARATION	:	December 2016
APPROVED BY	:	_____
POSITION TITLE	:	Graduate Assistant
DEPARTMENT	:	
COUNTRY	:	

FUNCTION:

Responsible for assisting CARDI Representative/Scientists by performing a combination of duties related to agronomic and/or animal husbandry research or technology transfer services.

The Graduate Assistant works under the direct supervision of the CARDI Representative, Senior Scientist and is required to assist in agronomic and/or animal husbandry research, development of technology transfer material such as fact sheets, brochures and tech packs, and assisting in laboratory and field research activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The incumbent is required to:

- **Assists** in planning and executing investigations on farm and field station sites and the interpretation of results as well as training support.
- **Collects** plants, insects and animal specimens, prepares solutions and carried out demonstrations during laboratory sessions or at on-farm demonstrations.
- **Assist** in giving instructions in crop cultivation, animal husbandry, nursery and related studies such as farm management and agricultural activities, such as, application of fertilizers, veterinary medical preparations and pest/disease control techniques;
- **Co-ordinate** field and laboratory activities with his peers and workers with respect to crop and livestock production activities, including weed control, fertilizer application, etc., and plot layout for experimentation.
- **Participate** in the conduct of research, in particular agronomic/animal husbandry disciplines, or to undertake research activity related to specific projects and prepare and present findings for publication in professional journals; and
- **Conduct** on-the-job training in agricultural activities.
- **Conduct** IPM strategies on selected sites in accordance with established protocols.
- **Collect** and **analyses** data on a routine basis.

- **Liase** with MALF and other relevant stakeholders.
- **Update** supervisor on status of activities on a monthly basis
- **Maintain** a database of relevant information
- **Provide** relevant information to ICT consultant on a regular basis (at least once per month).
- Any other duties that may be assigned from time to time.

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 of the Trinidad and Tobago Unit

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Government and Agricultural organisations, and Agencies associated with CARDI.

EXPERIENCE : Requires a minimum of six years tertiary training in an agronomic field plus on-the-job training under the supervision of a Senior Scientist.

QUALIFICATIONS : Academic training: Bachelors degree in Agriculture or related subject. The incumbent must also undertake work towards pursuing post-graduate training in an Agricultural Science discipline.