

**CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE**

**POSITION DESCRIPTION**

<b>DATE OF PREPARATION</b>	:	1 April, 2015
<b>APPROVED BY</b>	:	Chairman, Board of Directors
<b>POSITION TITLE</b>	:	Executive Director
<b>DEPARTMENT</b>	:	Office of the Executive Director
<b>COUNTRY</b>	:	Trinidad & Tobago (Headquarters)

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Executive Director will be directly responsible to the Chairman of the Board for the proper performance of his/her duties, which will include:

1. Overall responsibility for overseeing the development, coordination and timely/cost effective implementation of CARDI's Programmes encompassing the management of the human, technical, financial and physical resources to achieve targeted outcomes of policies, programmes and projects.
2. Implementation of the policy guidelines and directives from the Board of Governors and Board of Directors of CARDI and exerting the leadership role in interpreting policy, programmes and project formulation for the Institute's Senior Management and for strategic partners, clients and other stakeholders.
3. Responsible for the preparation of the annual and triennial budgets and programmes of work for approval by the Board of Governors and Board of Directors.
4. Undertake and/or oversee resource mobilisation activities including Strategic Partnerships for support to the implementation of CARDI's work programmes.
5. Responsible for planning, directing and coordinating the activities of the Institute, reviewing the operations and reporting to and advising the Board of Governors and Board of Directors.
6. Represent the Institute at high level meetings, conferences and seminars with donors, regional governments, partners, hemispheric and international development agencies and research entities stakeholders and beneficiaries.
7. Determine the information and communication needs of the Institute's programmes, and the identification of the products and services to meet those needs and optimise the outputs of the programmes, so as to enhance the image of the agricultural sector, in general, and CARDI, in particular.
8. Facilitate and Support the operation of the Institute's Board of Governors and Board of Directors and any Committees/Sub-groups that they may establish from time to time.

9. Promote a strong relationship individually and collegially with Senior Management, Country Representatives and professional and non-professional staff of the Institute, and establish and maintain mutually beneficial relationships external to CARDI with national, regional and international agricultural research institutions.
10. Ensure efficient, effective and timely financial management of the Institute, and ensure the provision of Audit and other reports that may be necessary to inform the decision-making process of the Institute and/or its funding sources.

## **REQUIRED SKILLS AND PROFESSIONAL EXPERIENCE**

Generally, the Executive Director must have significant skills and extensive experience in the following four areas: technical, financial, administrative and politics/diplomatic. Specifically, the incumbent must have inter alia;

- a) An acute awareness of the major policies, such as, the CARICOM Revised Treaty of Chaguaramas, the Regional Transformation Programme for Agriculture, the Jagdeo Initiative, the Liliendaal Declarations of Agriculture and Climate Change and the CARICOM Common Agricultural Policy.
- b) Ability to plan, develop engage and conduct robust programmes of resource mobilisation from both developmental and financial (public and private) institutions.
- c) Ability to plan, execute monitor and evaluate the Institute's Programme of Work and to collaborate with national, regional and international research organisations, strategic partners, stakeholders and beneficiaries.
- d) Ability to use initiative and ingenuity in interpreting national and regional policies and Research for Development trends and thus advising on the institute's policy and consequential annual and triennial work programmes.
- e) Sound analytical skills in evaluating proposals according to priorities, resource availability, suitability of research methodology and potential use by major clients of research results.
- f) Proven abilities and skills in leadership, planning, management, diplomacy, technical cooperation, administration, coordination and networking at the national, regional and international levels with government and private sector officials, NGOs, farmers, all classes of Commercial businesses, technical cooperation and donor agencies and other collaborators in addressing agriculture, primary and value added and rural development issues.
- g) Proven knowledge of the philosophies and cross cutting factors that have influenced/are influencing the repositioning of agriculture in CARICOM Member States (collectively and singly) and their resultant Research for Development programmes.
- h) Knowledge of the challenges and opportunities facing the development of the agricultural and rural sectors, as impacted by globalisation, trade and climate change, emerging issues, value added products, relationship of value chains with research, agro-energy, new technology etc.
- i) Perform other job related duties assigned by the Board of Directors from time to time.

**REPORTING RELATIONSHIPS** : Reports to the Chairman of the Board of Directors

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

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

**QUALIFICATIONS AND EXPERIENCE**

- An M.Sc is mandatory but preferably a PhD Degree in an agricultural science or related discipline with a minimum of 10 years post – Masters practical experience.
- A minimum of seven years in a senior executive position or professional leader in the field of applied and/or adaptive agricultural research for development in a reputable national, regional or international agricultural institution.

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

**Date:** .....

**Signature of Supervisor:** .....

**Date:** .....