

CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE

POSITION DESCRIPTION

DATE OF PREPARATION	:	03 January 2022
APPROVED BY	:	_____
POSITION TITLE	:	Scientist
DEPARTMENT	:	Research and Development/Country Unit
COUNTRY	:	Multi

FUNCTION:

The Incumbent is required to execute agricultural research projects on both a single Country and Regional network basis, applying the principles of livestock, crop, seed and/or soil science in the context of sustainable agriculture and with an understanding of the impacts of climate variability and change on the agri-food sector.

The Scientist is required to participate in the Institute's planning, resource mobilisation and budgeting process by helping to identify, define and develop projects in the areas outlined above.

The Scientist is required to design and lead implementation of appropriate experiments to conduct the necessary scientific enquiry and to collect, collate and analyse the resultant data and disseminate the findings and conclusions in the form of reports and technical papers.

The incumbent must be able to relate the research and development work he/she is engaged in to the wider industry to which the community belongs. The incumbent may be required to work as part of a multi-disciplinary team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participates in research, marketing, project planning, resource mobilisation and budgeting activities within Country Representations.

Executes crop/livestock/soil/seed science (depending on specialization) components of Country Programmes as outlined in the requisite project log frames. Monitors and reports on progress of same.

Designs and executes appropriate scientific experiments to study significant variables impacting on the efficiency and economics of crop/livestock production and on quantity, quality of crop/livestock products produced.

Analyses data and makes recommendations accordingly.

Defines and discusses with research team/associates the phasing and duration of all support activities required to execute research development project. Ensures that requirements are readily available.

Ensures that social and gender considerations are taken into account in planning and implementing research activities, particularly in on-farm experiments.

Assists where possible in strengthening and establishing farmers' groups and participates in the planning and coordination of workshops and seminars for farmers and Farmers' Organisations. Provides technical assistance as necessary.

Makes inputs into the preparation of technical packages, project proposals and policy papers. Prepares progress reports on a monthly or quarterly basis and writes factsheets, bulletins and other scientific papers for publication. Also, attends workshops and conferences on behalf of CARDI and represents the Institute on Boards and Committees.

Ensures that activities carried out and technologies designed, tested and adapted do not promote environmental degradation.

Disseminates findings of original research work through the preparation of papers for publication in respectable agricultural science journals. Presents such papers at Regional/International Conferences.

Determines on an annual basis the 'Major Job Objectives' for each subordinate and to identify and discuss the "Key Results Areas" to be used for performance measurement.

Oversees the financial and accounting practices of relevant projects in accordance with institutional guidelines.

Prepares project reports as required by funding agencies and collaborators and submits to the Manager, Research & Development, for review and onward submission.

Prepares draft annual budgets and three-month cash flow forecast.

Develops and maintains a close working relationship with the Ministry of Agriculture, along with the Ministries of Finance, Environment, Planning, Trade, Education and Health in country.

Develops and maintains a close working relationship with major clients, such as, farmer organisations, other agencies and strategic partners, in the field of agricultural development.

The above 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 : CARDI Representative and Manager, Science, Technology and Innovation

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

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

PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

Directly

Indirectly

Research Assistant

Field Assistant

Graduate Assistant

Technician

Technical Assistant

Labourer

EXPERIENCE : In excess of 2 years post university practical experience in the relevant field. Must be able to undertake research to discover new facts or develop concepts and to set up and direct own work and that of support staff. Managerial experience is an asset.

QUALIFICATIONS : Post graduate university degree in Agriculture or related field. Formal training in experimental design and statistical analysis would be an asset. An understanding of basic business principles and the use of computer application software is required. Must possess excellent communication skills (oral and written).

Signature of Employee: **Date:**

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