

CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE

POSITION DESCRIPTION

<b>DATE OF PREPARATION</b>	:	2016
<b>APPROVED BY</b>	:	_____
<b>POSITION TITLE</b>	:	Technician
<b>DEPARTMENT</b>	:	
<b>COUNTRY</b>	:	Multi

**FUNCTION:**

Responsible for providing technical and logistical support to CARDI Scientists and for collecting experimental data on station and/or on farm.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Discusses** Annual Work Programme, with Professional Staff and breaks down into weekly and daily work activities.

**Prepares and Organises** field plots and/or livestock for experimental procedures.

**Maintains** field plots, crops and/or livestock and assists field assistants in facilitating activities, such as crop and soil management and harvesting, animal husbandry, etc.

**Collects** and records experimental data on plant, animal, soil, water, etc. and enters same in the computer.

**Collects and Prepares** samples and specimens of plants, soil, etc. for analysis.

**Assists** in collection, recording and management of meteorological data (rainfall, radiation, relative humidity wind speed, temperature, etc.)

**Assists** in the characterisation of crops and in germplasm maintenance activities such as seed extraction and storage and production of planting material.

**Maintains** a good working relationship with farmers when conducting on-farm trials.

**May Be** required to perform chemical and physical analyses on samples (plant, soil, animal, etc.

**May Be** required to assign duties to Field Workers, oversee and monitor their activities and record work done in field workers log book. May be required to prepare Field Worker's pay sheets.

**Purchases** items for Field Station. May assist in the delivery and collection of letters and cash to and from the post office and banks, respectively.

**Assists** in the sale of produce, in storekeeping, inventory, etc. Sorts and grades produce for sale.

**Loads and Unloads** farm supplies and assists in maintaining farm equipment and standby generator.

**Collaborates** with the Ministry of Agriculture's Extension staff in training farmers and transferring technology.

*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** : Reports to the Research Scientist

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

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

**EXPERIENCE** : Minimum five years in an Agricultural setting to understand the job. Incumbent is required to assist in land preparation by operating mechanical equipment. Uses agricultural tools, sorts and grades agricultural produce.

**QUALIFICATIONS** : A Diploma in Agriculture. On-the-job training in crop and/or animal production systems.

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

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