TERMS OF REFERENCE

JOB POSITION: Graduate Assistant
DUTY STATION: Barbados
DURATION: 12 months

GENERAL INFORMATION
The Caribbean Agricultural Research and Development Institute (CARDFI), invites suitably qualified candidates to apply for the position of Graduate Assistant, in Barbados, for a period of 12 months.

The successful candidate will perform a combination of duties related to agronomic and animal husbandry research and technology transfer services.

TYPE OF CONSULTANCY
☒ Individual (Local) ☐ Individual (International) ☐ Individual (Local or International) Firm (Local) ☐ Firm (International) ☐ Firm (Local or International)

SCOPE OF WORK
Under the general supervision of the CARDFI Representative/Senior Scientist the successful candidate’s responsibilities will include but are not limited to:

- Assisting in planning and executing scientific investigations at the CARDFI Field Station as well as on-farm or other investigation sites and the collection, analysis and interpretation of results.
- Collecting plants, insects and animal specimens, preparing solutions and carrying out demonstrations during laboratory sessions or at on-farm demonstrations.
- Giving instructions and where necessary supervising crop cultivation, nursery and plant propagation, general livestock care and related duties such as farm management, handling and maintenance of crops, livestock and equipment, minor repair and routine maintenance of farm structures and equipment, application of fertilizers and pest/disease control measures.
- Planning, organizing and conducting practical sessions for clients (staff, extension personnel, students, farmers etc).
- Making logistical arrangements and accompanying Scientists or Senior Managers on site visits such as laboratories, plant nurseries or livestock stations.
- Procuring the required materials, supplies and equipment to execute the work programme of the Barbados’ Unit.
- Managing the financial and administrative functions of the Field Station.
- Assisting in the preparation of progress and technical reports as well as outreach materials inclusive of presentations.
- Effectively communicating with project stakeholders including farmers, visiting delegations, schools, community groups etc.

## REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS

The successful candidate should have the following qualifications:

- Bachelor’s degree in Agriculture or related subject.
- At least 6 years post university practical experience in a research environment.

**Core competencies:**

- Knowledge and understanding of Caribbean agriculture.
- Experience in conducting desktop research, data gathering and analysis/interpretation.
- Excellent writing and oral communication skills.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint etc).
- Proven analytical and report-writing skills are advantageous.

**Behavioural competencies:**

- Highly organized and self-motivated.
- Demonstrated ability to do research.
- Creativity, flexibility, and ability to work within deadlines.
- Maturity, initiative, tact, and high sense of responsibility.
- Demonstrated ability to work in a team.

## BASIS FOR PAYMENT

- Deliverables ☒ Person-days/Persons-weeks/Person-months