FUNCTION:
Responsible for assisting CARDI Representative/Scientists by performing a combination of duties related to agronomic research or extension services.

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

The incumbent is required to assist in giving instructions in crop cultivation, nursery and related studies such as farm management and agricultural activities such as application of fertilisers and pest/disease control techniques and must also coordinate field and laboratory activities among Technicians with respect to weed control, fertilising and plot layout.

The Graduate Assistant is also required to conduct research in particular agronomic disciplines or to undertake research activity related to specific projects and prepare and present finding for publication in professional journals. The incumbent may also be required to conduct on-the-job training in agricultural activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in planning and executing investigations at the Field Station as well as on-farm and the interpretation of results as well as with training support.

Collects plants, insects and animal specimens, prepares solutions and carried out demonstrations during laboratory sessions or at on-farm demonstrations.

Plans organises and conducts practical sessions for Representation staff or Farmers demonstrating methods and techniques and supervising performance of specific tasks.

Arranges field trips and accompanies Scientists or Senior Managers one or more projects in specified areas such as laboratory, plant nursery or livestock ensuring implementation of Work Programme and adequate supplies of materials and equipment.
Gives instruction in crop cultivation, nursery and plant propagation techniques, general livestock care and related studies such as farm management. Monitors and preparation, handling and maintenance of garden beds, crops, livestock and equipment.

Instructs field staff in minor repair and routine maintenance of farm structures and equipment, application of fertilisers and pest/disease control techniques.

Selects, orders and arranges for transportation of livestock crops and related supplies for use in related work.

Assists in the financial and administrative arrangement of the Field Station

May operate tractor for demonstration purposes and to prepare ground for planting or for harvesting.

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 Agribusiness Development Specialist

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Government and Business 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. The incumbent must also be pursuing post-graduate degree in Agriculture Science discipline.

Signature of Employee: …………………………………………………….. Date: ………………………

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