<table>
<thead>
<tr>
<th><strong>DATE OF PREPARATION</strong></th>
<th>12 February 2003</th>
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<tbody>
<tr>
<td><strong>APPROVED BY</strong></td>
<td></td>
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<tr>
<td><strong>POSITION TITLE</strong></td>
<td>Technician</td>
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<tr>
<td><strong>DEPARTMENT</strong></td>
<td>Research and Development/Country Unit</td>
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<tr>
<td><strong>COUNTRY</strong></td>
<td>Multi</td>
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**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 characterization 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.
Assists in ensuring that vehicles are properly maintained and are in good working order.

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 CARDI Representative

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Business organizations, and Agencies associated with CARDI.

EXPERIENCE : Minimum two (2) 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: ………………………