

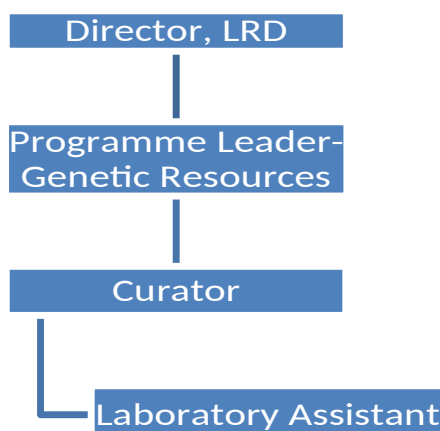


JOB DESCRIPTION

Job Title:	Laboratory Assistant (Hygiene and Screenhouse)
Division/Programme and Section/Project:	Genetic Resources Programme, Centre for Pacific Crops and Trees (CePaCT), Land Resources Division (LRD)
Location:	Suva, Fiji
Reporting to:	Curator
Number of Direct Reports:	None
Purpose of Role:	Overall maintenance and general cleanliness of the CePaCT Laboratory facilities, including maintenance of safe and good hygiene in and outside of the CePaCT building. Help with the sterilization of culture vessels and plant material. The post is also assigned to assist with culture media preparation and the maintenance of screenhouse and field plants, to support conservation and distribution activities. Assist in managing workloads and meet deadlines.
Date:	September 2022

Organisational Context and Organisation Chart

CePaCT (Centre for Pacific Crops and Trees) belongs to the Genetic Resources Program and the Land Resources Division (LRD) of the Pacific Community (SPC). It is the largest genebank of the Pacific Region, it includes an *in vitro* lab, a seed laboratory, a breadfruit field collection, and a molecular laboratory as well as screenhouses and post entry quarantine facilities. It conserves more than 2200 accessions of clonal crops and tree species. It was established in 1998 and it is located at Narere, Suva, Fiji. Its mission it is the efficient long-term conservation of a broad range of genetic diversity of key crops and tree species of the Pacific and their efficient utilization through engagement with multiple stakeholders, thereby contributing to food and nutrition security and sustainable livelihoods of Pacific people.



Key Result Areas (KRAs):

The CePaCT laboratories, including plant tissue culture, seed laboratory and screenhouses constantly requires a highly hygienic environment to ensure the efficiency of all operations by minimizing risks associated with the introduction of external contamination like dust, insects and microorganisms (bacteria and fungi) into sterile plant cultures, seed lots and plant samples.

This position is therefore vital to meet these fundamental standards for the smooth running of operations at the highest level possible which contributes positively to the safe conservation of its crop collections and the quality of the virus free tested sterile planting materials it distributes to all Pacific countries and other international partners. CePaCT has been well known as both a regional and an international genebank conserving the Pacific's main staple crops as well as the largest taro collection in the world — attributes acquired from its constant efforts to adhere to fundamental international standards for genebank management and operation like always maintaining a hygienic environment as well as maintaining live plant collections in the screenhouses.

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: Maintenance of CePaCT laboratories and external facilities to sustain high level of hygiene to ensure the safety of operations following the international genebank standards.</p>	<ul style="list-style-type: none"> - Good maintenance of the Plant Tissue Culture Laboratory (i.e., all growth rooms; transfer/sub culturing room; bioreactor room; autoclave room; storeroom and kitchen) to always sustain high level of hygiene. - Good maintenance of Screenhouse (internal and external), Vault (external safety duplication room), and upstairs facilities (i.e., seed laboratory and offices) to always sustain high level of hygiene.
<p>KRA#2: Cleaning and sterilization of cultures vessels and plant material.</p>	<ul style="list-style-type: none"> - Culture vessels are properly cleaned and sterilized following procedures in place. - Plant wastes disposed properly following standard procedures in place. - No shortage of culture vessels at any one time for media preparation.
<p>KRA#3: Maintenance of CePaCT germplasm collection to support distribution and field evaluations</p>	<ul style="list-style-type: none"> - Screenhouses plants are well maintained to support distribution and evaluation of crops. - Plants are readily available for screenhouse evaluation and field distribution. - Plant kept healthy for propagation, distribution, and evaluation in screenhouses and in the field.
<p>KRA#4: Assist with media preparation</p>	<ul style="list-style-type: none"> - Timely preparation and availability of culture medium to maintain germplasm collection and distribution - Perform other duties as assigned by the supervisors.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Ensure that all laboratories at CePaCT have a high level of hygiene.
- Ensure that there is no shortage of cleaned and sterilized culture vessels.
- Ensure that all plants in the screenhouses are well maintained and healthy.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> • Visitors • Colleagues of other research centers 	Interactions with visitors and guest scientists that frequently visits CePaCT facilities.
Internal Key internal contacts are: <ul style="list-style-type: none"> • LRD colleagues 	Daily interactions with CePaCT and LRD colleagues, most of the activity performed at CePaCT are collaborative activities that require the proactive participation of the entire team.

Level of Delegation:

Routine Expenditure Budget: 0
 Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

Qualifications

Essential:	Desirable:
Certificate in Secondary Education	Certification or technical training on laboratory cleaning protocol

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> - Three years of relevant experience, ideally in general laboratory cleaning and maintenance - Basic understanding in propagating of plants - Basic knowledge of working in a sterile laboratory environment - Ability to follow and apply procedures - Basic knowledge in Word, Excel and PowerPoint - Ability to work effectively with others in a team environment - Reliable, hard-working and have the ability to handle demanding workloads - Good verbal and written communication skills in English 	<ul style="list-style-type: none"> - Experience in working in a multi-cultural environment - Ability to work with minimum supervision - Some experience and knowledge in agricultural and plant science.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Hard-working • Ability to work in a Team • Cleaning and maintenance
Working knowledge	<ul style="list-style-type: none"> • Knowledge of working in a sterile laboratory environment Word, Excel, Power Point packages
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Understanding in plant propagation and gene banking

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity
- Personal Attributes
- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.