



Candidate Brief

**Integrated Crop Management
Advisor**

CABI, Switzerland

April 2014



CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 350 staff based in 16 countries. We have offices in Brazil, China, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA. CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 46 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

Publishing

We produce key scientific publications, including CAB Abstracts – the world-leading database covering agriculture and environment and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, ebooks and full text electronic resources aiming to further science and its application to real life. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. This is achieved by establishing sustainable networks of local plant clinics, run by trained plant doctors, where farmers can find practical plant health advice. Plant clinics are reinforced by the Plantwise knowledge bank, a gateway to online and offline actionable plant health information, including diagnostic resources, pest management advice and front-line pest data for effective global vigilance. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more www.plantwise.org.



THE ROLE

Job title:	Integrated Crop Management Advisor
Salary:	Commensurate with skills and ability
Grade:	t.b.c.
Reporting to:	Programme Head
Direct reports:	none
Key peer group:	International Development (ID) colleagues in CABI
Location:	Delémont, Switzerland

Purpose of the role

- Assist implementation of one or more Integrated Crop Management (ICM) projects under the ICM Programme at CABI E-CH;
- Provide specialist advice on ICM as a sustainable agricultural approach, to farmers, governmental and non-governmental agricultural bodies and agricultural businesses in manufacturing and services;
- Support development of effective ICM implementation programmes in collaboration with project partners with a view to supporting local economic development, sustainable resource management, increased food security and improved livelihoods;
- Conduct capacity building and knowledge transfer in numerous countries to support the implementation of economically- and environmentally-viable ICM approaches at different levels (farm, advisory services, policy, research and education).

Key Accountabilities

- Visit international projects upon request (initially together with CABI colleagues), deliver agreed Terms of Reference (ToR) and provide subsequent feedback to all relevant project stakeholders via timely submission of reports;
- Regularly engage with national partners to foster strong relationships and productive collaboration;
- Support development of concept notes and proposals in the field of ICM in accordance with the Prince2 management system or other project design methods agreed with the donor (e.g. Outcome Mapping, Logical Project Framework or Project Cycle Management);
- Assist development of best practice guidelines and capacity building programmes to support regional or national ICM implementation;
- Support national partners with project planning (i.e. the design of concept notes, proposals and logical frameworks), as well as project implementation, and monitoring and evaluation;
- Support coordination of applied research on ICM practices in collaboration with key staff of national partners;
- Advise national partners on business and legislative implications related to ICM implementation;
- Provide support to write advisory leaflets, farmer manuals, technical notes and press releases;
- Undertake administrative duties (compilation of progress-, annual- and final reports) and support project management according to predefined yearly plans of operation to satisfy customer expectations.



Key Challenges

- Spending a large proportion of time (one- to two-week periods) away from home visiting national partners;
- Demanding and varied work hours, depending on the season and project requirements, with unsocial hours common during busy periods;
- Assisting the development of new projects and programmes under high time pressure in response to international or national donor calls;
- Having to be aware of cultural differences of national project staff and adapt approaches to ensure high-impact results that satisfy donor expectations.



CANDIDATE PROFILE

Qualifications and Language Skills

- Post-secondary degree/diploma in Natural Sciences or Agriculture, and/or another field related to development cooperation;
- Fluent spoken and written English; knowledge of French, Spanish, German or another major language would be advantageous.

Experience

- Involvement in project management (needs analysis, concept development, project design and implementation, and monitoring and evaluation), preferably in a development cooperation context;
- Project administration.

Personal Skills and Characteristics

- Strong team player with excellent technical, management and communication skills;
- Self-motivated;
- Strong social and representational skills that ultimately build fruitful and enduring relationships with project partners;
- Capable of handling a demanding workload;
- Willing to travel to remote and challenging locations in developing countries;
- Strong personal organisation skills;
- Effective information management skills;
- Comfortable working on one's own initiative as well as following advice;
- Willing to acquire new knowledge and skills;
- Flexible and creative in planning and problem solving;
- Strong coaching, mentoring and writing skills;
- Willing to work abroad for a maximum of 120 days per year.

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey)

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

HOW TO APPLY

To apply please send the following to recruitment@cabi.org quoting **Job Reference 34/2014** and stating where you saw this advertisement.

1. a covering letter describing in full how you meet the candidate profile, and to include details of your current remuneration;
2. a full Curriculum Vitae;
3. the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission

Please note closing date for receipt of applications is Midnight BST Sunday 4th May 2014

