



Candidate Brief

**Personal Assistant to
Regional Director
CABI CWA**

January 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 aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

www.plantwise.org

THE ROLE

Job title:	Personal Assistant to Regional Director, Pakistan
Salary range:	(Gross Salary Pak Rs. 21,260 to 35,106 per Month)
Grade:	Hay Band 2
Reporting to:	Regional Director
Direct reports:	none
Key peer group:	Supporting Staff in administration
Location:	Regional Centre, Rawalpindi, Pakistan

Purpose of the role: The purpose of the role is to assist/facilitate Regional Director and staff.

Candidate profile:

The successful applicant for the post of Personal Assistant will have excellent communication and organisational skills, be comfortable dealing with senior figures, taking the initiative and resolving issues. Good team working, interpersonal and communication skills are essential.

Key Accountabilities

- Manage RD's electronic diary and daily mail to ensure the smooth running of the office and the department/team and fax necessary external communications
- Manage travel arrangements to ensure RD & the staff's visits operate smoothly, efficiently and cost effectively
- Manage meeting arrangements to ensure meetings are held and attended and that all the necessary documentation is in place and take minutes to provide a record
- Collate reports for RD to ensure that all information required by the business is produced accurately and to deadlines
- Assist RD in desk studies
- Act as a Configuration Librarian for the projects and people database
- Liaise with CABI Commercial and Publishing, and facilitate in printing and acquiring CABI Stationery and other publications
- Maintain and update all employees attendance, leave, short leave records and handle phone calls and messages, for RD, as needed

CANDIDATE PROFILE

Knowledge & Skills

- Good written and oral communication skills in English

Education & Qualifications

- Minimum Qualification: Graduate.

Personality Characteristics

- a team player, with strong interpersonal and communication skills;
- highly creative, self-motivated
- good organisational and interpersonal skills
- honest & hard working

Experience

- Detailed and demonstrable experience as a Personal Assistant/Secretary will well reputed International/National Organisation
- Computer Proficiency, good command on Microsoft Office especially Word, Excel and Power Point programmes, shorthand expertise
- Coordination of travel arrangements, hotels and flight bookings

Special Circumstances

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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.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile, full CV and details of your present remuneration package together with the names and contact details of three referees one of which should be your current employer (please not referees will not be contacted without your prior permission) Please always quote Job Reference **06/2014** to recruitment@cabi.org Please state where you saw this advertisement.

Please note closing date for receipt of applications is Midnight GMT UK time 3rd February 2014.