

Candidate Brief

**Deputy Director
CABI South-Asia
New Delhi**

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 400 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:	Deputy Director, CABI South-Asia
HAY Grade:	7
Reporting to:	Regional Director, CABI South-Asia
Direct reports:	Project Scientists, Knowledge Bank Co-ordinator, India
Key peer group:	Plantwise Regional Co-ordinator, Asia and Head of IT, Mobile Platforms
Location:	New Delhi

Purpose of the role

CABI South Asia (India centre) promotes various research collaborations, undertakes development projects and carries out publishing (sales and book commissioning) activities in the region. The centre is growing rapidly and is the base for major global and regional initiatives, including delivery of agricultural information using mobiles (D2F) and Plantwise. Other projects include invasive species management in collaboration with CABI European centres. There is an increasing need to network with the government and other international and local agencies to strengthen the Centre in terms of its scientific business and collaborations.

The candidate will be expected to contribute to positioning CABI as a key science player in public-private collaboration in the region, facilitate further strengthening of the relationship with diverse research, extension and development Institutes and Agencies (private and public) and maintain good links with the government. In addition the candidate will co-ordinate, manage and provide scientific inputs in major ongoing projects.

Key Accountabilities

- to contribute to the development of the regional science plan and to agree personal and team objectives with the Regional Director to deliver this plan;
- to lead, manage and implement scientific projects as required;
- to be responsible for project delivery, preparing regular project reports to track progress against objectives and targets, and to initiate any follow-up as required;
- to develop productive relationships with professional, corporate and government partners, funding agents, regional and other bodies responsible for development (including NGOs);
- to identify new project proposal opportunities, drafting project proposals to help secure new business and project funding.
- to contribute to the Monitoring & Evaluation (M&E) activities of all projects;
- jointly with the Regional Director to ensure the quality of the science conducted at and from the Centre;
- to ensure the efficient management of staff, financial and other resources;
- to contribute to the development of the Plantwise programme;
- to join relevant Programme and Project Boards as appropriate;
- to be an active member of the local management team and to represent and deputise for the Regional Director as required;
- to ensure adherence to CABI policies and procedures at the centre, including access to biodiversity, quarantine, HR and Health & Safety requirements, financial and project management procedures, and Intellectual Property Rights (IPR) procedures.

PERSON SPECIFICATION

The ideal candidate will be qualified to PhD level in agricultural sciences and with track record of applying this discipline to agricultural project development. She/he will be an experienced project manager and credible advocate with the standing to represent CABI effectively with policy makers, partners, extension workers and farmers.

Qualifications and language skills

- PhD or a first degree and Masters, in any discipline of the Life Sciences, preferably agricultural sciences and with a record of scientific publications;
- fluency in English and Hindi essential, and ideally at least one regional language of the country.

Previous experience

- a broad range of successful project management experience (up to 10 years), from planning and development to implementation and review, and ideally to include operating on a regional scale across multiple projects and Monitoring & Evaluation experience;
- some experience in developing, costing, securing and managing externally-funded research, training and implementation projects;
- resource management experience, covering the delivery of financial targets and budgets and the efficient and effective management of staff, including scientific staff;
- experience of networking with government and private partners in the region;
- good current knowledge of national and global developments in the field of agriculture and /or environment;
- knowledge of PRINCE 2 project management procedures would an advantage;
- computer literate.

Personal characteristics

- a team player, with strong interpersonal and communication skills;
- strong influencing and networking skills - a natural ambassador;
- good cross cultural awareness, able to work effectively with diverse working styles across many countries;
- highly self-motivated and driven to achieve business results – entrepreneurial in approach;
- robust with the operational grip and capacity to handle a demanding workload, including considerable travel;
- strong personal organisational and business skills;
- keen to mentor and develop staff;

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.

HOW TO APPLY

To apply please send the following to recruitment@cabi.org quoting **Job Reference 07/2014** and stating where you saw this post advertised:

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 that the closing date for the receipt of applications is Midnight (UK) GMT Friday 14th February 2014.

